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## **MOBILE PHONE, CAMERA AND ELECTRONIC DEVICE POLICY**

### **Rationale**

In a changing technological world some students are in possession of mobile phones or other electronic devices for security or other reasons and it is necessary to have guidelines in place.

This policy should be read in conjunction with the EHPS ICT Policy and the EHPS Harrassment Policy. The school does not support students being in possession of mobile phones, cameras or electronic devices during school hours.

Mobile phones, cameras and electronic devices are the complete responsibility of the owner and the school will not take any responsibility for loss or damage or costs associated with loss or damage while in the students' possession.

The Department of Education and Training does not hold insurance for personal property brought to school. Staff and students are discouraged from bringing any unnecessary or particularly valuable items to school.

### **Guidelines**

- 1.0 Mobile phones, cameras and electronic devices are not to be used at school.
  - 1.2 Any mobile phones, cameras or electronic devices brought to school by students must be handed in at the school office or to the class teacher before school starts and must be collected at the end of the school day. Medically essential devices are exempt.
  - 1.3 The school takes no responsibility for devices that are not handed in.
  - 1.4 Under no circumstances are mobile phones, cameras or electronic devices to be taken out into the playground during recess and lunch breaks. They are only to be used before or after school in order to communicate with parents.
- 2.0 This policy covers school excursions, camps and other extra curricula activities. In each instance, the school will stipulate which devices are permissible. The school is not liable for any damage or loss to devices.
- 3.0 Students must display courtesy, consideration and respect for others when using mobile phones.
- 4.0 EHPS has a duty of care towards its staff and students. To meet this duty of care it is necessary to ensure that:
  - Before a photograph is taken permission is given by the person being photographed.
  - If that photograph is to be used in public then written permission for such use is gained from their parent/legal guardian if the child is a minor, or from the person(s) to be photographed if they are no longer a minor.
  - Phone cameras are banned from EHPS when not used in a technology situation and supervised by a staff member.

## **Implementation**

- 1.0 If there is any breach in the guidelines for use of mobile phones, cameras or electronic devices, parents will be notified.
- 2.0 Once parents and students have been notified of this policy, any mobile phone, electronic device or camera use or possession that contravenes this policy will result in the item being confiscated and kept in a secure location at the school until it can be collected by the parent/guardian of the student who owns the device.
- 3.0 Any unauthorised images will be deleted.
- 4.0 Any breach of the Victorian Privacy Acts or the Information Privacy Act 2000 will be referred to the appropriate authority.

## **Evaluation**

This policy will be reviewed as part of the school's review cycle.

Andrew Crossett

Trevor Sharrock

Principal

School Council President