

Fish Creek & District Primary School

Personal Portable Electronic Devices (PPED) Policy

Preamble:

1. This policy applies to devices NOT supplied by the school.
2. Portable electronic devices (PPED) include:
 - Computers, laptops, eReaders and tablets (such as iPads)
 - Mobile phones (including smart phones such as iPhones)
 - Portable music and media players (such as iPods)
 - Handheld gaming devices (such as Nintendo DS)
 - Cameras (including devices which are not specifically cameras, such as a mobile phone, that may have a camera included)
 - Devices which can record sound and images such as video cameras, dictaphones and mobile phones with this functionality
 - Storage devices such as USBs

Rationale:

- As a communication and information gathering device, mobile phones and other Personal Portable Electronic Devices (PPED), when used appropriately, offer students, parents and staff many advantages in terms of ease of communication and a sense of personal safety. They also provide the user access to vast amounts of unmonitored and unfiltered information through the internet and applications. However, PPEDs have the capacity to have a negative impact on the learning environment and the safety and wellbeing of students, can easily be lost or damaged and can interfere with school operations. It is for this reason that PPEDs are not permitted during school hours* unless permission has been granted using the PPED Application Form.

Aims:

- To utilise the benefits of mobile phones and PPEDs whilst managing the problems they can potentially cause.
- To foster responsible and appropriate use of mobile phones and other and PPEDs in the school environment.
- To foster a safe and secure learning environment by developing shared understandings and expectations between staff, students and parents.

Implementation:

Students

- The use of PPEDs is not permitted during school hours* unless permission has been granted using the PPED Application Form.
- The use of PPEDs form part of the Acceptable Use of Technology policy.
- The PPED Policy also applies to students during school excursions and extra-curricular activities.
- PPED are not to be taken on school camps, unless specific permission is given by the camp co-ordinator.
- The primary and preferred means of communication during the school day is via the school office which will pass on relevant messages to students.
- Students are not to bring PPEDs to school unless permission from the Principal has been successfully sought by parents who have outlined the health, safety, educational or personal reasons that justify the student being in possession of a PPED. The policy is to be discussed before approval is given.
- The school does not accept responsibility for lost or damaged student PPEDs. (Education Department Circular S041-2015).

- Where permission has been granted, student's PPEDs must be turned off and are not to be accessed or used during the school hours* unless approval has been granted by the Principal for use outside of these hours.
- Students misusing PPEDs at school or causing a nuisance will be brought to the attention of the Principal.
- The Principal may revoke a student's privilege of bringing PPEDs to school as a consequence of misuse.
- Students must display courtesy, consideration and respect for others when using PPEDs.
- PPEDs that are used or accessed during the school day will be confiscated by the Principal or nominee, turned off and stored in a secure place until the end of the day. Parents will be notified and the PPED returned to the student at the end of the day.
- Students are not permitted to bring PPEDS to school camps and excursions. Communications will be primarily through the school office to ensure clarity and efficient relay of messages.
- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.

Parents

- Parents are to use the school office to relay messages to students or seek school operations information, e.g. sports updates, arrival of excursions
- Texting may be used if messages can be read outside school hours*
- At all official functions and during meetings, parents will be asked to switch off PPEDs or put on 'silent' or 'discreet' mode.
- Parents understand that the school and the Department of Education do not have insurance for such items and understand and accept this before permission is granted.

**for the purposes of this document school hours refers to the time when the student arrives at school to the time of departure from the school property at the end of the day*

Staff

- Staff must display courtesy, consideration and respect for others when using PPEDs.
- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. Similarly the use of other electronic communication devices for personal reasons should not be used during instructional time.
- Except in urgent or exceptional situations, mobile phone use is not permitted during instructional time, while on playground duty and during meetings. Permission by the Principal must be sought for such use.
- Staff will incorporate the ICT curriculum into the classroom which develops safe, smart and responsible use of technology

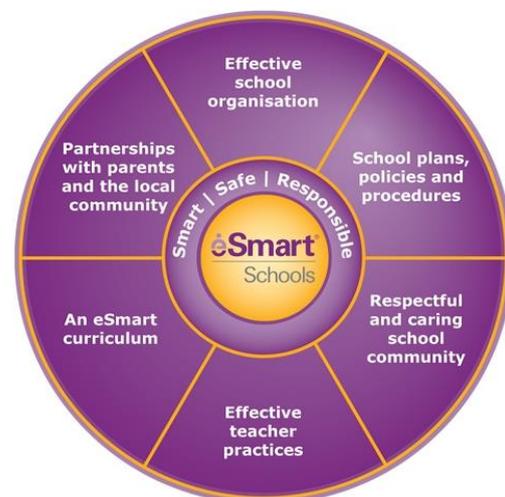
Resources:

Victorian Government Schools Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

Appendix A

PPED Application Form



This policy was last ratified by School Council on	10/02/15	Review Date	2016
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