



The use of personal electronic devices policy

Purpose and scope

The purpose of this policy is to define appropriate and inappropriate use of personal electronic devices (PEDs) within the Lyneham High School community. It is also a guide to teachers and students to develop appropriate etiquette in the use of PEDs across the range of activities that make up school life.

Rationale

Personal electronic devices have become common place within Lyneham High School and the broader community as tools that provide a wide variety of ways to enhance communication, recreation and learning. Lyneham High School's philosophy is based on the desire to support students to use these tools effectively in their education. We aim for students to develop the skills necessary to use PEDs safely and appropriately both in school and outside of school. PEDs may include, but are not limited to: phones, cameras, music players, laptops, netbooks, tablets and notepads.

This policy is aligned with the "Learn, Anywhere" priority of the ACT Education and Training Directorate (ETD):

http://www.det.act.gov.au/teaching_and_learning/learn-anywhere-ict-for-students

1. Using devices during class time/structured activities

1.1 Appropriate use during class time/structured activities

The scope of using PEDs during a lesson or other structured activity at school is always at the discretion of the supervising teacher. Students should check the PED poster (see 1.4 below) regarding the expectations of PED use within each class and for each teacher. Structured activities might include excursions, incursions or other teacher directed activities. Appropriate uses of PEDs during class time or other structured activities may include the following:

- internet research
- listening to music
- use of generic apps such as calculators, stop watches and clocks
- use of scheduling apps such as calendars
- use of other teacher approved apps
- taking photos/videos/audio recordings of class activities (e.g. scientific experiments, presentations, performances)
- taking photos of class notes e.g. words or diagrams on the board

Students must always ask for verbal permission to take a photo/audio/video of another person or of work that belongs to another person e.g. art work. Students must always clarify the purpose of the recording e.g. for use at an assembly presentation, for review of class work.

1.2 Inappropriate use during class time or structure activities

During class time or structured activities devices should only be used for matters that relate to learning and enabling a positive learning environment. Activities that are not appropriate include, but are not limited to:

- Any activity that is a form of harassment or bullying, is a breach of privacy or a breach of the *Acceptable Use of ICT Code of Practice for Students* agreement.
- Playing of games that are not related to the subject matter
- Accessing of audio/images/videos not related to the class room activities, as directed by the teacher
- Communicating with friends, family members or any other people
- Use of devices during formal assessment activities, including calculator apps unless instructed to do so by the teacher
- Using devices during any type of assembly

1.3 Parent/carer-student messaging and calling

Parents/carers are asked to familiarise themselves with lesson times and if they need to contact their child they should only do so outside of class time. Parent/carers should not make phone calls or send a text message to their children during class time, as this disturbs the learning of all students and the teaching process. For urgent matters parents should contact the front office and a message can be delivered to their child. There may be exceptional circumstances when a student needs to make or receive a call/message. In these instances it is important that students respectfully speak to their teacher about how these instances can be managed. In all circumstances students should follow the instructions of teachers. If students need to contact a parent/carer, for example in the case of illness, students must come to the front office to organise this contact. This is to ensure that school staff are able to monitor the safety and wellbeing of students.

1.4 Classroom posters of "Personal electronic devices in this class"

The expectations and requirements of teachers vary, based on teaching style, the nature of the subject and the nature of the specific lesson or class. All class teachers are required to display a poster that relates to their expectations of student use of PEDs.

1.5 Security and Recharging

The school will not provide recharging stations or recharging points. It is the student's responsibility to ensure any device is fully recharged before school.

The school will not be responsible for loss, theft or damage to any device.

2. Using devices outside of class time/structured activities

2.1 Appropriate use outside of class time/structured activities

Outside of class time/structured activities students have a wider range of scope for using their electronic devices. These may include:

- Game playing
- Making and receiving phone calls, messages (SMS) etc
- Accessing social media sites
- Accessing internet browsers
- Any activity mentioned in 1.1 Appropriate use during class time or structured activities

2.2 Inappropriate use outside of class time/structured activities

The following are not appropriate at any time at school:

- Any activity that is a form of harassment or bullying, is a breach of privacy or a breach of the *Acceptable Use of ICT Code of Practice for Students* agreement.
- Taking photos/videos and/or audio recordings of any person without their permission
- Appropriating the property of others thus breaching intellectual property rights
- Any other activity that is deemed inappropriate by school staff

3. Consequences of inappropriate use

The inappropriate use of electronic devices will be dealt with in the same way that any other inappropriate behaviour is addressed.

Persistent non-compliance regarding the use of an electronic device may result in:

- the school contacting the parent/carer and
- the student not being permitted to bring the device to school for a period of time. In this case the class teachers would ensure that a student's learning is not negatively impacted.

4. Other related policies

Anti-Bullying, Harassment and Violence (LHS)

Bully, Harassment and Violence, Countering in ACT Public Schools (ETD)

Use of Personal Electronic Devices (PEDs) in Schools (ETD)

Sexual harassment, Countering in ACT Public Schools (ETD)