




PERSONAL ELECTRONIC DEVICES POLICY

Korowal Schools embraces emerging digital technologies and encourages its teachers and students to look for ways of using them to enhance teaching and learning. The availability and appropriate use of these resources provide opportunities that can help students develop spiritually, academically, socially and physically. Personal Development and Mindfulness, Thinking and Philosophy lessons will include educating our students about the safe and appropriate use of personal electronic devices. From time to time there may be information sessions held for the parent body.

Their inappropriate use can be detrimental to the teaching/learning process, anti-social, and even harmful.

Action will be taken when evidence of misuse is found. This may include reporting to police, confiscation of the device and/or informing parents, according to the particular situation.

Use of any device to harm the wellbeing of another member of our Schools community will not be tolerated, including out of Schools hours abuse.

Policy reviewed	July 2016
Next review	July 2017
Principal's signature: 	

PROCEDURAL GUIDELINES

These guidelines relate to any personal electronic device (**PED**) that could be used for communications or data storage and retrieval. This includes, but is not exclusive of, mobile phones, USB drives, MP3 players, PDAs, laptop computers, tablet computers, PS2s or other portable game consoles, DVD players, and calculators.

It is considered a safety hazard for students to use these devices whilst waiting for the train or bus or to cross the road and is therefore not permitted.

It is a matter for each teacher to indicate to students which PEDs may or may not be used at specific times and places, and in which ways they may or may not be used. Students should not presume the right to use a particular PED in any circumstance.

- Students are responsible for the security of their own PEDs.
- Students should use PEDs for positive purposes: for learning, for legitimate communication, and for relaxation in acceptable ways.
- PEDs must not be used to harass or victimise other students or staff, or to abuse a person's right to privacy (for example, taking, storing and then using a digital photo/video without a person's permission).
- Any PED brought onto the Schools premises by a student may be inspected by a staff member who has reasonable grounds to suspect it may be being used inappropriately.
- During class and study time, the internet may only be accessed through the intranet. Students may not access the internet through another account or means.
- Any inappropriate use of the Schools name or resources in any form is totally unacceptable.
- In using their PEDs students are expected to comply with the standards and act within the ethical framework of Korowal, where respect for individuals, their good name and dignity is paramount.
- In some situations, such as formal Exams, other specific rules may apply to PEDS. These will be outlined clearly and must be adhered to fully.

Mobile Phones

- Mobile phones are not permitted during exams and they must be switched off during class time.
- If the use becomes intrusive at any stage, the phone will be taken to the Office
- If students carry mobile phones, they do so at their own risk.
- Staff will have mobile phones switched off in class and at other times that could disrupt or distract from their duty at the time.
- Use of mobile phones during off-campus activities arranged by the Schools, including field trips, camps and retreats, will be determined by the teacher or supervisor in charge of that activity. Arrangements will be in place for communication with a staff member in the case of an emergency and restrictions will be placed on the use of mobile phones to ensure that their use is not an intrusion into the educational and social objectives of the activity.

USB Drives

- All students are encouraged to have a USB drive.
- The Schools encourages students to use these as a means to store and transfer Schools-related data.
- These are to be free from files that contain inappropriate or offensive content.
- Students are required to label clearly their USB drive with their name.

Other PEDs

- Storage devices of any other sort may be used on a restricted basis.
- Storage devices, which are able to receive podcasted data may be useful for students in their individual research and study. Students need permission from a teacher or supervisor to use their player for this purpose.
- In most circumstances, storage devices may not be used during class-time to listen to music.
- Teachers may grant permission for students to use their players to listen to music, with earplugs, during times of individual work or study without disturbing other class members. Such permission should not be presumed by students and only applies in the lesson where permission has been granted. For reasons of work health & safety and hygiene students should not share the use of headphones.
- When calculators are required for class use or assignments, teachers will advise students when and how they should be used, and the type of calculator to use.
- Laptop computers are permitted to be brought onto the Schools premises but must be registered with the ICT Department prior to use. Users must comply with the standard ICT protocols.