

	<p style="text-align: center;">PARADE COLLEGE</p>
<p style="text-align: center;">POLICY:</p>	<p style="text-align: center;">Students and Electronic Devices at School</p>

PREAMBLE

The purpose of this policy is to ensure that the Parade College community is educated and supported in the appropriate use of electronic devices.

Parade College acknowledges the importance of electronic devices as part of a student's learning. The benefits of the technology revolution are incalculable and, in many ways, add enormously to our lives. In the context of education this technology enables us to access extraordinary information, share work in the classroom, collaborate on global projects, create multimedia content, and engage in complex problem solving.

There is, however, also the potential for misuse that may compromise the safety, privacy and security of members of our community. Such misuse may also constitute a breach of law. The use of such devices during school times or on school activities must be carefully regulated and considered to prevent inappropriate use.

RATIONALE

At its heart, the Students and Electronic Devices at School policy at Parade College is about helping our students to be safe and healthy. We believe this policy will:

- enable the boys to concentrate and engage more fully in class, away from notifications, distractions and the urge to check their phone;
- assist us to create a safer and more supportive learning environment - devices not on the school network cannot be monitored and inappropriate sites cannot be blocked;
- encourage the boys to develop stronger social skills and build deeper relationships with their peers;
- empower the boys to improve their physical and mental health by unplugging during the day.

DEFINITION

This policy applies to student mobile phones and extends to any electronic device that can be used to communicate or record data, sounds or images including still and moving. This includes, but is not limited to, mobile phones, laptops, iPads and other tablet computers, blue tooth head phones, cameras, smart watches and/or devices, dedicated games consoles and any other internet-connected devices.

PRINCIPLES

1. Electronic devices should never be used to invade a staff member's or student's privacy or used for bullying and harassment, or for the transmission of information during tests and examinations.
2. If a student brings an electronic device (other than the school laptop or calculator) to school the College requires that it be stored in his locker between 8.35am and 3.15pm. Electronic devices including, College issued laptops may not be used at school (this includes recess and lunchtimes) unless under teacher instruction.
3. The Principal has the discretion to approve the use of electronic devices under conditions outside of this policy, which may include appropriate use for educational purposes, therapeutic use or medical exemptions for health management.
4. It is unacceptable for any student to disrupt a class or to distract and / or exclude himself through the inappropriate use of headphones during classes by the use of a phone or any other electronic device.
5. Parents are asked to assist by not requiring their son to answer messages or phone calls during the school day. In the event of a genuine emergency, parents are asked to contact College Reception. This is to ensure that messages are delivered to students in a timely and supportive manner.
6. When students are participating in off campus College events such as excursions, retreats, camps and extra-curricular activities, electronic devices are not to be taken. If students are required to carry their mobile phones on the Excel program they will be specifically instructed by the teacher in charge.

POLICY

1. In line with other public institutions, the College has the right and obligation to protect the privacy of all members of the community from intrusive use of electronic devices.
2. The College takes no responsibility, and will not be liable for, for an electronic device, which may be lost, damaged or stolen. Students must use and maintain the College provided padlock; in working order for their lockers to ensure they can store such valuables securely, should they choose to bring them to school. If the student loses or damages the College provided padlock they can purchase another at the College at the student's expense.
3. If students are found to use their electronic device inappropriately during school hours, the teacher may confiscate the device as provided in Appendix A: Procedures of this policy document.

4. Any student inappropriately using an electronic device to record or photograph another student or a staff member, or invade someone's privacy will be dealt with in accordance with the College Bullying, the appropriate Behaviour Management policy and/or Appendix A: Procedures of this policy document.
5. Any student using an electronic device to disrupt a lesson, or assist in bullying or in breaking any other College rule will be dealt with in accordance with the College Bullying and/or the appropriate Behaviour Management policy.
6. Students will only be able to use headphones in class at their teacher's direction, and should keep them in their pockets or pencil cases when in classes, and in their lockers at recess and lunchtime.

Appendix A: Procedures

Approved by College Board February 2007

Policy drafted in November 2006; Reviewed August 2010, October 2014, April 2019

Appendix A: Procedures

1. Any electronic device that is confiscated will be handed, the same day, to the Assistant Principal Student Wellbeing/Dean of Students (Bundoora) or the Assistant Student Wellbeing Leader (Preston). It will be clearly labeled and locked away in the College safe securely.
2. The electronic device will only be returned to a parent/guardian in person from College Reception at the relevant campus, 24 hours after it has been confiscated. If parents/guardians do not claim the electronic device after 10 school days, it will be returned to the student, following parents' contact with the College.
3. If a student refuses to hand over his electronic device when a teacher requests him to do so, the teacher should inform the relevant House Leader/Assistant Student Wellbeing Leader or, in their absence, the Assistant Principal of Student Wellbeing/Dean of Students.
4. Confiscated laptops should be taken to the IT Department as per the College's Acceptable Use Policy.
5. All care but no responsibility will be taken for confiscated electronic devices.
6. Other electronic devices will be returned to the student at the House Leader's discretion, but will generally be confiscated for 24 hours.
7. Sim cards are considered part of electronic devices, and subsequently will not be allowed to be removed from electronic devices.
8. Students re-offending may be required to attend an after school or Saturday detention.
9. The Assistant Principal Student Wellbeing (Bundoora) and the Assistant Student Wellbeing Leader (Preston) will keep a register of offenders in this area to assist in security of confiscated electronic devices and to identify repeat offenders.