

**Rationale:**

Given the extensive use of mobile phones and other electronic devices as useful tools in today's society, this policy sets out guidelines for their use at Yarra Ranges SDS .

**Purpose:**

To manage the safe and responsible use of mobile phones and other electronic devices (iPads, iPods, MP3 players, tablets) while staff, students and visitors are at school or on school activities and to minimise their improper use, damage or loss.

**Guidelines:**

1. **This policy is in no way implying that YRSDS allows for student Bring Your Own Device (BYOD) for classroom use. It is focussed on the appropriate use of existing devices and staff / student personal phones.**
2. Students are permitted to bring mobile phones and other electronic devices to school. Mobile phones must be handed in at the front office on arrival at school where they will be stored securely. Connection to school wi fi is not permitted.
3. Students may use their mobile phones and electronic devices such as iPads in a classroom environment only under direct instruction from a teacher. Acceptable use pertains to an electronic device being an integral part of a learning program, when it is used as a communication tool or when it is needed in an emergency situation.
4. Students and staff are not permitted to access applications such as Facebook, Skype and other apps that make use of camera/microphone/messaging functionality that have the ability to upload directly to public social media and other publicly accessible online services.
5. Students are not permitted to use camera/video functionality on any device to capture images and video of other students and/ or staff at the school.
6. Students who are undertaking independent travel to or from school are only permitted to use their mobile phones when they have left school premises.
7. Students who access school transport must keep their mobile phones switched off and in their school bags.
8. Students are not permitted to take mobile phones or other electronic devices on camps except as part of a risk management protocol and with the agreement of the Principal.
9. Where appropriate, students will be provided with education and training in the responsible use of mobile phones.
10. In case of an emergency at any excursions or camps, teachers must have available for use either the school's mobile phone or their own personal mobile phone. Staff using their personal mobile phone must ensure that the number of the phone is recorded against your contact details at the School Office.

11. School mobile phones are not to be used for private calls, with the exception of emergency situations.
12. Students may use school mobile phones with permission from their classroom teacher or Leadership Team Member.
13. Staff and visitor mobile phones are to be turned to silent or off during class time and school meetings.
14. The school accepts no responsibility for a student's mobile phone or other electronic device that may be lost, stolen or damaged whilst at school.
15. Visitors are not permitted to activate the camera/video component of their phones or electronic device at any time during any school activities.
16. Parents may use the camera / video component of their phone or electronic device to record their child at school events approved by the principal. Eg concerts, family nights, Education Week, sports day

**Evaluation:**

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

<b>Date Implemented</b>	15/06/2016
<b>Author</b>	Leadership Team
<b>Approved By</b>	School Council President David Read
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	15/6/2019
<b>Responsible for Review</b>	
<b>Review Date</b>	June 2018
<b>References</b>	