



# Balaklava High School

## Electronic Communication Device Policy

### RATIONALE:

The ownership of an electronic communication device (mobile phone, iPods, MP3s, digital cameras and other electronic and recording devices) requires that school staff, students and parents/carers take steps to ensure that they are used responsibly. This policy is designed to ensure that potential issues (such as mobile phones and electronic devices etiquette) can be clearly identified and addressed.

Balaklava High School believes that the responsible use of an electronic communication device extends beyond the school environment and is applicable at all times within the general community. The use of such a device can pose a threat to student safety, wellbeing and learning when it is used to:

- Text, phone or email a person that disrupts their learning or that of others
- Bully or harass another student
- Incite other people to take inappropriate action against another person or group
- Take unauthorised photographs or video footage that breaches Privacy Act laws
- Access confidential, private, offensive, inappropriate or illegal material and distribute it to others
- Gain an unfair advantage in learning (e.g. used to access information during a test or examination)

**It should be noted that it is a criminal offence to use an electronic device to menace, harass or offend another person, that the sending of inappropriate material using mobile phones is an offence under the Telecommunications Act, and that the taking of unauthorised photographs or video footage may be in breach of Privacy Act Laws. As such the school reserves the right and may be expected by law to involve the police where such inappropriate usage occurs.**

### GENERAL IMPLEMENTATION:

The following rules apply with respect to electronic communication device (ECD).

- Devices may only be used in class with the direct permission and under the supervision of the supervising teacher.
- The ECDs are brought to school fully charged, and used entirely at their owner's risk. The school cannot accept responsibility for theft, loss damage or health affects resulting from device use. These devices should be stored in safe and secure places. No school resource will be used to recover the device if lost or damaged.
- Any student feeling unwell at school who needs to go home must arrange this through the Front Office. This is due to the school's duty of care.
- Parents/Caregivers who need to contact their son/daughter during the school day are expected to do so by contacting the school on its landline number – 88620600. Conversely, students are able to seek staff permission to use school phones that are based in most offices to contact parents if an **urgent** need arises.
- Students may be permitted, at the discretion of the organising teacher to use ECDs during field trips, excursions or other off-school supervised activities.
- An electronic communication device **must not** be used at any time for unsanctioned use. For example: use of a camera may breach the Privacy Act laws and may serve to inflame or incite inappropriate behaviours.
- Staff have the right to expect a student to hand over the Electronic Device if unsanctioned use should occur.
- Staff have a responsibility to model responsible mobile phone use whilst carrying out their duties

### CONSEQUENCES FOR POLICY BREACHES:

Should there be any unsanctioned use of an ECD (Electronic Communication Device) during school hours the following will occur.

1. 1<sup>st</sup> Offence: The device is confiscated for the remainder of the day and parent contacted
2. 2<sup>nd</sup> Offence: Parent contacted and asked to pick the device up.
3. 3<sup>rd</sup> and Subsequent Offence: As above and enactment of the school Student Behaviour Management Procedures