

## Holy Family School – Mount Waverley Digital Technologies for Students Policy

Holy Family is committed to student use of technology as a tool to expand learning opportunities and enrich current educational practices. Along with the benefits experienced through the usage of digital technologies come responsibilities and expectations for responsible usage. This Policy is designed to give students and their family's clear and concise guidelines regarding the appropriate use of digital technologies at the school. We expect our students to exercise good judgement and to utilize technology with integrity.

### **DIGITAL TECHNOLOGIES – ITEMS FROM THE HOME**

Students are not to bring any Digital Technologies to Holy Family School eg. ipods, ipads, tablets, hand held computer games without permission from the school Principal or Deputy Principal/s. The school must be fully aware of any digital technologies that are on the school premises. The school needs to regulate student access to these items so as to maintain its ability to regulate the display and taking of digital images and the use of the internet. Such items should not be on the school premises as the school cannot take responsibility for the safe keeping of these items.

*It is acknowledged that on the exceptional occasion a parent may negotiate with the school that a child gains permission to bring a Digital Technology item to school. The school has the right to deny permission for an item to be brought to school. Approval must come from the Principal or Deputy Principal/s. Parents will be required to complete a proforma*

### **MOBILE PHONES**

Mobile phones are important communication tools, helping to provide a safe and effective environment. We realise that some parents / guardians support and encourage their children to carry a mobile phone.

Some students at Holy Family School are required to have mobile phones for personal use, usually for communication with parents before and after school hours. Mobile phones, however, can be improperly used, lost or damaged and therefore must be effectively managed. It is important that students demonstrate an appropriate use of their mobile phone at all times. Students must display courtesy, consideration and respect for others when they are using a mobile phone.

### **MOBILE PHONES - POLICY & PROCEDURES**

Whilst mobile phones can pose difficulties in schools if misused, staff, parents and students at Holy Family have agreed on the following in order to reduce the possibility of this happening.

- Phones may be brought to school if required by students in transit to and from school.
- If a student brings a mobile phone to school for any reason the parents/carers must accept full responsibility for any loss, theft or damage.
- Phones must be given to the classroom teacher to be locked away between 8.55am-3.15pm. Mobile phones are not to be used on the school grounds either before or after school.
- The following practices will need to be adhered to:

- Phones are not to be taken to the playground under any circumstances
- Phones are not to be used as recording devices or to take photos of students in transit to or from school
- It is highly recommended that a lock code is applied to personal phones so that others are not able to access it.
- Mobile phones are not to be taken to school excursions, camps and extra-curricula activities.
- Mobile Phones must be cleared labelled identifying the student name.
- If a student uses a mobile phone contrary to this policy, he / she will be given an official warning.
- If the student re-offends, the mobile phone will be confiscated and held by the Principal until a parent / guardian comes to collect the device.
- Further re-offences will involve a meeting being arranged between the Principal, the student and his / her parents / guardians to establish a course of action. If a staff member has reasonable suspicion that a student's mobile phone contains objectionable material, the staff member has a responsibility to confiscate the mobile phone and contact parents. Should it be deemed necessary, a staff member would only access a student's mobile phone in consultation with the student or the student's parent / guardian.

Established 2012

### **MOBILE PHONE PARENT CONSENT FORM**

My child.....in Year ..... has permission to bring his/her Mobile Phone to school.

I/We accept full responsibility for any loss, damage or theft that may occur while at school.

I/We accept and understand the consequences of any misuse of the Phone by our child and will come to the school office to redeem the phone if it is confiscated.

My child's mobile phone number is.....

I/We have read the Holy Family School Digital Technologies Policy and have explained the contents to my /our child.

Signed .....

Parent's Signature/s

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Parent's Name/s (Please Print)

Dated.....