POLICY DOCUMENT

Use of Electronic Devices
RATIONALE
Electronic Devices at Our Lady of Hope School are only to be used in a way that enhances student learning and staff facilitation of the curriculum to students. Our aim is to develop a policy to restrict external electrical items not owned by the school being brought into the school premises in order to reduce the level of risk for students or staff.

Objective
To ensure that Our Lady of Hope School has systems in place to limit the use of personally owned electrical equipment on site and to ensure any personal electrical item brought to the workplace/student learning environment is inspected prior to use if electrical cords are required.

Definition
This policy covers all digital and electronic devices that staff or students may bring to school including, but not exclusively, MP3 Players, digital cameras, mobile phones, laptop computers, ipods, and ipads.

Policy Statement
- The school wishes to discourage the bringing of personally owned digital and electronic devices to school on the grounds that they are valuable and may be lost, stolen, broken and that they can be disruptive to teaching and learning. They also pose a risk of electrocution if cables and cords are not in good working order and do not meet Australian standards associated with Work Health Safety. Where personal items are bought from home that require a cord or charger, they must be inspected prior to use and if the items continue to be used at school, they must be placed on the Our Lady of Hope School’s electrical testing schedule.

Students
- We recognise that some students require access to a phone for safety reasons when going to and from school. Additionally, there may be times where teaching staff validate the limited use of mobile phones as part of the learning program.

- Students must seek permission from their teacher prior to bringing any electrical items to school.

- Camera and video phones are not to be used at school at all, unless specifically allowed by teaching staff for a specific teaching and learning activity. If students are seen with cameras or video phones at school and/or they are using them without authority, the items will be confiscated. This is in line with privacy legislation.

- We strongly encourage students not to bring mobile phones or other electronic equipment to school, unless specifically requested to do so by staff. If a parent / guardian needs to contact a student or a student needs to contact a parent during the school day, this should be done through the front office (82898344)

- Parents/guardians’ messages will be given to the relevant students at the next convenient break in the school day. In the case of emergencies, messages will be given to students immediately.

- If parents/guardians believe it is necessary for their child to bring a mobile to school, they will be required to fill in a permission form (available through the front office). (See Annexure A attached) The device must be switched off from the time the child enters the school grounds and remain off until the end of the school day. It is the child’s responsibility to keep the device in a safe place, but they are not to have the phone on their person during school hours. It must not be used to either make or
receive calls or messages during the school day. Students and parents need to follow the normal arrangements of contacting the front office, if any messages need to be given.

- Staff will confiscate mobile phones if they are seen during the school day. If devices are confiscated, they can be collected from the teacher at the end of the school day. If a phone is confiscated on a second occasion, discussions will be had with parents about the on-going need for their child to have a mobile phone at school.

Staff

- Staff are permitted to bring mobile phones to school, however these should be charged at home prior to the school day.
- Staff are not permitted to use mobile phones during working or instructional time, other than for work related purposes or in an emergency.
- Staff planning to use electrical equipment for activities such as pancake day or class cooking etc must plan ahead to ensure electrical items have been inspected by the Principal, Deputy Principal or Work Health Safety Coordinator. A risk assessment must be completed and submitted to the Deputy Principal or Principal prior to conducting the activity.
- If an electrical item is to be used more than once it must be added to the testing and tagging register and tested in the next scheduled testing period.
- See Annexure B attached – this form must be completed and submitted to the Principal, Deputy Principal or Work Health Safety Coordinator for approval before use of any external electrical equipment.

Guidelines for Implementation

OLOH enforces its procedures for the appropriate use of digital and electronic devices to enhance the safety and protection of staff and students. We are mindful of our electricity consumption and students are not to bring chargers for mobile phones, ipods, ipads or cameras to school.

The school will not accept any responsibility for the damage or loss of staff or students' mobile phones or any other personal electronic equipment whilst at school.

Respectful and appropriate use of all ICTs and electronic devices is expected of every staff member and student to ensure the safety and wellbeing of our school community and to minimise disruptions to the operations of our school.

Annexures
A. Permission to have mobile at school
B. Staff Permission request to have personal electrical equipment at school for teaching/instructional purposes

(Chairperson)  
26 May 16
(Date)

(Principal)  
26/5/14
(Date)
PERMISSION TO HAVE
MOBILE TELEPHONE AT SCHOOL

STUDENT’S NAME: ...........................................................................................................

YEAR LEVEL/CLASS NUMBER: ..........................................................................................

MOBILE TELEPHONE NUMBER: ......................................................................................

MAKE / MODEL / COLOUR OF TELEPHONE: .................................................................
........................................................................................................................................

I agree to my child .................................................. having a mobile telephone at school. We will abide by the school policy regarding the use of the telephone.

We understand the school is not responsible for the safe keeping of the telephone.

PARENT’S SIGNATURE: .......................................................................................................

DATE: ........................................
Staff Permission request to have personal electrical equipment at school for teaching/instructional purposes

One item – per form please

Staff name: ______________________________________

I request approval to keep OR use the following electrical item at school for:

☐ Once off use only or

☐ Ongoing teaching/instructions purposes.

Item Description: ______________________________________

Make:________________ Serial no:____________________

Date of purchase:________

Intended use at school:

____________________________________________________________________________________

____________________________________________________________________________________

Staff member signature:________________________

____________________________________________________________________________________

Principal / Deputy Principal / WHS Coordinator use

Item inspected on:____________________

*For items requiring a once off use only

- Cords are in good order with no cracks/wear or tear: Yes / No (circle one)
- I have approved this item for use only on:....../....../......
- Signature:________________________

*Item intended for ongoing use

- Item must be tested and tagged prior to ongoing use.
- Testing Scheduled for:....../....../......
- Added to Testing and Tagging Register:________________________

If item passes testing – item to be returned to staff member with approval.

If item does not pass testing staff member must not have item at school.

Signature:________________________

Document to WHS Coordinator to file:________________________