**Educational Context**

This policy relates to the use of mobile phones, portable computer games, MP3 players/iPods, cameras and similar devices during school hours and on school grounds.

Concord High School is a dynamic school which embraces the technological advances of the 21st Century. The school encourages students and teachers to use technology to enhance the learning outcomes of students. Balanced with this, the school asserts the need to regulate the use of technologies which may interfere with the learning of students or pose safety risks to the school community.

**Policy Statement**

**Introduction**

There is a range of technology available today including mobile telephones, pagers, digital cameras, portable CD and MP3 players/iPods, personal digital assistants and other similar devices. All of these have the potential to be incorporated appropriately into lessons opening exciting new approaches to learning. However, their use should be limited to structured learning activities and not just for personal use by students. Misuse of these technologies can be very disruptive to teaching and in some cases cause harm.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if this is a designated part of a course or activity (e.g. Journalism, Photography and Digital Media). The permission of staff, parent/carer or student is required.

Students **should not** bring any of the above mentioned devices to school. Concord High School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school. **In this case a mobile telephone must be switched off at all times.** It should remain in a student’s bag or their skirt or trouser pocket.
ELECTRONIC DEVICES AT SCHOOL

When students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

- Students must not use their mobile telephones or other devices as it is disruptive to the learning environment and interferes with the operation of the school. Such activities will incur disciplinary action.

- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities are against Australian law and may be referred to the police. They will incur disciplinary action.

- Under no circumstance will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school disciplinary policy. Disciplinary action will be taken in all cases.

Improper use of mobile telephones or other electronic devices may result in:

- Detention or other appropriate disciplinary measure as determined by the school’s disciplinary policy.

- Confiscation of the mobile telephone or other electronic device until such time as their parent or caregiver is able to attend school to collect the device.

- Other disciplinary action including suspension in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.

Emergency Contact

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school’s office and a message will be sent to the student.

- If a student needs to make emergency contact with a parent or caregiver they can do so through the school’s office.

- If a student is unwell they are required to obtain a note from their classroom teacher and report to the Side Office. A member of staff will contact a parent or caregiver if the student is unable to remain at school due to illness.
A summary of key points can be found in the School Diary.

**Relevant DEC Policies**
Not applicable

**Related Concord High School Policies**
Concord High School Welfare and Discipline Policy

**Forms, Templates or Files Associated with this Policy**
Not applicable

**Document status**
The current status of this document is shown below.

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<tr>
<th><strong>Title</strong></th>
<th>Electronic Devices at School</th>
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