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## PEDARE CHRISTIAN COLLEGE PORTABLE DIGITAL DEVICES POLICY AND PROCEDURE

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### 1. OBJECTIVES

Pedare Christian College has established the following Portable Digital Devices Policy that provides teachers, students and parents with guidelines and instructions for the appropriate use of such devices during school hours. In order for students to carry a Portable Digital Device during school hours, students and their parents or guardians must first read, understand and agree to the Portable Digital Devices Policy.

### 2. INTRODUCTION

Pedare Christian College aims to provide a happy, safe and stimulating learning environment for all students and employees. The Portable Digital Devices Policy is to ensure that this technology does not disrupt the learning environment and to clarify the responsibilities of staff and students.

- a) Pedare Christian College acknowledges that students need to have a device for the storage of digital data. Whilst many mobile phones and Ipods store such data, they should not be used at the College for this purpose. A student should utilise the College facilitated cloud storage systems and an offline storage device such as USB memory stick or external hard drive.
- b) For safety, security and equity reasons Portable Digital Devices are not to be used whilst at the College between 8.30 am and 3.15 pm, unless agreed upon by the authorised Head of School following appropriate application for usage to assist in the student's learning for a particular unit of work.
- c) Pedare Christian College accepts that students have mobile phones to protect them from risks involving personal security and safety. Other Portable Digital Devices are provided for purposes that involve entertainment and personal organisation.

During the school day, whilst on school premises, mobile phones must be switched off.

- d) Students are required to mark all Portable Digital Devices clearly with their names.

In order to reduce the risk of theft during school hours, students who carry Portable Digital Devices are advised to keep them well concealed or secured in their locker (Years 6 to 12), or left at Student Reception (Reception to Year 5).

The College does not accept responsibility for replacing Portable Digital Devices that are lost, stolen or damaged whilst on school premises or at College sponsored functions.

- e) It is strongly recommended that students use passwords/pin numbers to prevent unauthorised access to their device.
- f) The College recommends that families organise Personal Insurance Cover to cover possible damage/theft of a Portable Digital Device
- g) The Portable Digital Devices Policy also applies to students during College excursions, camps and extra-curricular activities.
- h) A student must not give their own Portable Digital Device to another student to use.

### 3. DEFINITIONS

**Student:** A student of Pedare Christian College or a student visiting from another School.

**Portable Digital Device:** Mobile phone, Ipod, Mp3 player, personal digital assistant (PDA), personal media devices

### 4. PROCEDURES

Should there be disruptions to lessons caused by a Portable Digital Device, the student will receive consequences as sanctioned by the Class Teacher, Learning Area Coordinator, Community Coordinator, Assistant Head of School, Head of School, Deputy Principal or Principal.

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### A. Inappropriate conduct

- a) Electronic devices (except approved calculators) must not be brought to exams or formal 'in class' assessment tasks, especially devices used to store data. In such circumstances, the Head of School will be consulted regarding consequences.
- b) Any student who uses vulgar, derogatory or obscene language while using a Portable Digital Device will face disciplinary actions as sanctioned by the Head of School and in accordance with the College Behaviour Management Policy.
- c) It should be noted that it is a criminal offence to use a Portable Digital Device to menace, harass or offend another person. As such, sanctions may result in the College involving the Police.

### B. Consequences for inappropriate use of a portable digital device

- a) If a portable digital device, including ear-phones, is seen, heard or used within a classroom, at recess or at lunchtime, or whilst engaged in a College activity, it will be confiscated and kept in Student Reception until the end of that day.
- b) After 3.15 pm (3.00pm at the Junior School) the device is available for collection from Student Reception. Students must present their Planner, in which a sticker is placed informing parents/caregivers of this confiscation and then sign for their device before it is returned.
- c) A letter is then posted to parents/caregivers to inform them of what has happened.
- d) If the device is confiscated a second time, within the same term, the above process is repeated, and in addition the student will be issued with a lunchtime detention.
- e) Subsequent incidents will be viewed as wilful disobedience and as such result in the student being detained in an after school detention, internal or external suspension.
- f) Police involvement may be required for illegal/pornographic material, or in the case of cyber bullying. In such cases, the parent will be informed as a matter of urgency.

### C. RELATED DOCUMENTS

- Social Media Policy
- IT Acceptable Use Policy
- BYOD Policy
- Student Printing and Copying Policy