



## Electronic Communication Policy

Our first priority as a school is to establish and maintain an environment where students are safe and engaged in their learning. Although mobile phones/electronic devices are an integral part of society, we believe they have a restricted place in the learning environment and use of these devices is sanctioned only after discussions with the supervising teacher. The following guidelines will apply:

- **Reception – Year 6 Students:** do not have the privilege of having access to a mobile phone whilst at school. All correspondence with the family is expected to be conducted through the front office
- **Years 7-9 Students:** are not permitted the use of mobile phones during the school day. Should parents require a student to have a mobile phone, they are to remain out of sight and not used during school hours
- **Year 10 – 12 Students:** phones, when in use for learning purposes, must first be negotiated with the supervising teacher and then remain open on the student desk
- Students are not permitted to use their mobile phones or any electronic device whilst on office sit-out, private study lessons, focus room or internal suspension
- Electronic devices may not be used to transfer photos or files from home to school.
- The camera and/or video function on the mobile phone or other device must not be used while at school as it does not comply with the terms of this agreement and use of the camera may breach privacy regulations. The only exception to this is in the course of required work and under the direction of the supervising teacher.
- It is illegal to send messages that would be regarded as harassing, menacing or otherwise offensive.
- **There is a zero tolerance on cyberbullying and hurtful bystander behaviour that targets students, staff or tarnishes the reputation of the school.**
- At no time will the school accept responsibility for student's mobile phones or electronic device if they are damaged, lost or stolen. Parents may wish to organise their own insurance.
- Storage of any material which is of a profane or obscene (pornographic) nature or material that advocates illegal acts, or violence, or discrimination towards other people is not allowed. This may constitute a criminal offence and will be reported to SAPOL

Consequences for a breach of this Policy:

- First offence : Any user found to have breached any of the guidelines and conditions mentioned in this policy will have their phone or device placed at the front office and to be collected at the end of the day; parents to be notified of initial offence
- Second or subsequent offence: Any user who breaches any of the conditions of this Policy on 2 occasions in the timeframe of one term will have their phone/device placed at the front office to be collected by a parent/carer and incur a one day suspension
- Third offence: suspension for up to three days

To support the implementation of this policy we seek the following assurance:

- **Senior students are to model sensible practice with mobile phones in non-class time.**
- **Parents needing to contact their children at any time during the day can do so by ringing the front office.**
- **Students needing to contact parents during the school day can do so through the front office.**
- **Students contacting parents with mobile phones will expect to have the consequences for a breach of this policy applied.**

**Note: Serious offences may require us to contact the police and involve more significant bans.**