

**Title:** Latham Primary School Electronic Device Policy

**Published:** November 2018

**Related Policies:** *ACT Education and Training Directorate Communities Online: Acceptable use of ICT [Information and Communication Technology] – Parents and Students Policy*

**Review date:** **July 2020**

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## **1. Context:**

With the increase in students having personal electronic devices such as mobile phones and wearable devices such as Fitbit, Apple Watch or Garmin, Latham Primary School has developed a policy to ensure that these devices are not interfering with the teaching and learning experience. Latham is not a Bring Your Own Device School (BYOD) at present and is not something that is currently being looked at as an option in the foreseeable future.

## **2. Procedures:**

### **2.1 Electronic Device**

2.1.1 No student should have a personal electronic device at school in their bag or in their classroom

2.1.2 If a personal electronic device is brought into school, it must be left at the front office during school hours and collected after the student has been dismissed from class at the end of the day. It is up to the student and their family to ensure that the device is identifiable.

2.1.3 If a student is found to have a personal electronic device in their bag or in the classroom, the device will be taken to the front office for the collection at the end of the day.

### **2.2 Wearable device**

2.2.1 Wearable devices can be in the classroom and worn by the student who owns it, providing it does not receive notifications during school hours and is not a distraction to the student or other class members.

2.2.2 If a wearable device is deemed a distraction by a staff member during school hours, the student will be asked to take the device off and leave it at the front office for the collection at the end of the day.

### **2.3 Further Consequences**

2.3.1 If a device continues to be a problem there may be further consequences for the student as per the Latham Primary School Acceptable Use of ICT Code of Practice for Students.

## **Other Related documents:**

Latham Primary School Acceptable Use of ICT Code of Practice for Students.

### **Latham Primary School Student Acceptable Use of ICT**

To be completed and signed every year

When using ICT resources at Latham Primary School (including the student network, internet, email, Digital Backpack, Chromebooks, iPads, personal devices etc):

- I will use school computers only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anyone else know my passwords or usernames.
- I know that I am responsible for anything that happens when my account is used.
- I know that the school and the ACT Education Directorate receives information about anything that I send or receive.
- I will tell my teacher if I think someone has gained access to my account.
- I will make sure any email I send or any work that I wish to have published is polite and carefully written and presented.
- I will respect other students' work and ensure appropriate feedback about individual responses.
- I will not read other people's emails.
- I will not tell anyone my address or telephone number or the address or telephone number of anyone else or send photographs of myself or others.
- I will use material from other websites only if I have permission to do so.
- If I use material in my work that I have found on the internet, I will say where it comes from.
- If I see or receive any information on the computer that makes me feel uncomfortable or is inappropriate I will tell a teacher straight away, or report it using the Cyber Safety Button on the Digital Backpack.
- I will not damage or disable the computers, computer systems or computer networks of the school.
- I will leave personal devices at the front office if I need to have them before or after school.
- I understand that any wearable device eg Fitbit could be taken off me if it distracts me in class.

I have read and understand the Latham Primary School Acceptable Use of ICT Code of Practice for Students. I understand that disciplinary action may be taken if I do not follow this agreement, which may include loss of access to the internet or school network or the use of ICT for a period of time.

**Student:**

I agree to follow the Code of Practice and any other relevant rules that are set by Latham Primary School:

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Once this Acceptable Use of ICT Code of Practice form is signed by the student and parent/carer, please return it to your class teacher.**