

Coffs Harbour Christian Community School



Electronic Devices Policy



Notes

Name of Policy: Electronic Devices Policy

Year of Policy: 2021

Review Date: 15 February 2021

Related Documents:

- BYOD Policy
- Internet Filter Policy
- Audio-visual and Media Standards Policy
- Computer Use Policy
- Copyright Policy

NESA Reference:

Registered and Accredited Individual Non-government Schools (NSW) Manual (*the RANGS Manual*), March 2020

Section: 3.6.2 Safe and supportive environment (Student Welfare – supervision)



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Policy Statement

Rationale

Electronic devices are ubiquitous in our modern society. Children today can be thought of as “digital natives”, possessing and being proficient in the use of a range of small electronic devices such as mobile phones, iPads, iPods, MP3 players and digital cameras. “Smart phones” have all of those capabilities (and more) in a single device.

Coffs Harbour Christian Community School (CHCCS) accepts that most of our students possess these electronic devices. CHCCS also accepts that students may need to bring their phones to school so that they can contact their parents after school from sporting or work venues.

However, electronic devices present some serious obstacles to the school’s ability to provide a safe and productive learning environment for the students in its care. Electronic devices may:

- Interrupt lessons and disrupt the learning of others;
- Be damaged at school, or even stolen out of students’ bags, causing distress and mistrust within the school community;
- Possibly be used during the day to communicate with others outside the school, or communicate covertly with other students in the school during the day ;
- Be used to take unauthorised photographs or videos, which could breach the school’s privacy and child protection standards;
- Be used inappropriately at excursions and other school related events;
- Be used for downloading and transferring inappropriate material, using mobile networks that are outside of the school’s internet filtering protection
- Be used as a tool to harass, intimidate or bully others, whether within the school or outside.

It is therefore considered essential that CHCCS maintains and implement an appropriate policy to control the possession and use of electronic devices by students.

Aim and Scope

This policy describes the basis on which electronic devices may be brought onto school grounds by students, and how they may be used.



Definitions

CHCCS

Coffs Harbour Christian Community School Ltd.

Electronic Device

Electronic devices subject to this policy include any communication device with any of the following features:

- Wi-Fi or cellular access;
- capable of recording sound, photographs or video

Electronic devices include:

- Mobile phones[^]
- “Smart” watches[^]
- iPods and MP3 players[^]
- Electronic games devices
- Digital Cameras
- Tablet devices, including iPads and Android devices^{*}
- Laptop and notebook computers^{*}

[^]Specific provisions that vary from the overarching proscriptive requirements of this policy may be applied in relation to excursions or other specific events conducted by the school. See the school's Excursions Policy. Provision is also made for some limited exceptions (see below).

^{}Tablets, laptops and notebook computers may have specific provisions made in accordance with the school's Bring Your Own Device (BYOD) Policy. See below for a brief overview of possible exceptions.*



Implementation

CHCCS maintains a strict policy regarding electronic devices as follows:

1. Electronic devices are prohibited for use by students on school grounds or during off-site school activities such as excursions and camps^;
2. Students are discouraged from bringing electronic devices to school. The school accepts no responsibility for electronic devices that are brought to school and undertakes no responsibility to investigate their misplacement, loss or alleged theft;
3. While the school does accept that genuine reasons may exist which require electronic devices to be brought on to school property, specific procedures must be followed (see below);
4. If an electronic device is seen or heard in the possession of a student on school grounds it is to be confiscated, and specific consequences will follow, including for return of the device (see below);
5. Where parents need to contact their children during the school day, they should phone the school directly, and should not under any circumstances ring their child's mobile phone;
6. Students will only be permitted to use the school phone in the student reception if they need to contact their parents during the school day.

Procedures for bringing electronic devices to school

Students are discouraged from bringing electronic devices to school. If a student is required to bring a device to school, the following procedures will be followed:

- The electronic device must be switched off and handed in to front office as soon as student arrives at school. The device will be sealed in a zip-lock bag labelled with the student's name and stored in the trolley that is locked and kept in the front office. Separate trolleys are kept for each of the Middle School and Senior School students.
- At the end of the school day, the trolleys for Middle and Senior Schools will be set up in the quadrangle. Students are to line up and collect their device, which must be placed into their bag and remain there until the student departs from school.
- Any electronic device found in the possession of a student during the school day will be confiscated and the device held by the Behaviour Management Coordinator or the front office receptionist.

Exceptions

The school maintains a zero tolerance policy towards electronic devices at school. However, there are some occasions where other arrangements may be approved for the use of certain devices at school.

1. Permission may be given for students to collect their music player from the trolley held in the front office during the day for a specific music lesson, if this has been approved by the student's teacher. The device must not be used for any unapproved purpose, and must be returned to the front office at the end of the lesson. A device that is found being used inappropriately will be confiscated, regardless of any approval by a teacher.
2. Senior students can apply for permission to bring certain electronic devices to school (*refer to the definition of electronic devices above*) for use in class and study times. These devices must only be used for the purposes for which the student has approval, and the "BYOD Licence" issued to the student must be on display while ever the student is using the device. *Please refer to the school's Bring Your Own Device (BYOD) Policy for details.*



Consequences for possession of electronic devices at school

If a student is found in possession of an electronic device without approval (see *Exceptions above*) the device will be confiscated. The following consequences will apply:

- For the first offence:
 - The device will be confiscated, the student will be placed on three detentions (or an afternoon detention), and an incident report will be placed on the student's file;
- For the second offence:
 - The device will be confiscated, the student will be suspended from classes for one day and an incident report will be placed on the student's file;
- For the third offence:
 - The student will be suspended from classes for one day and an incident report will be placed on the student's file;
- For the fourth offence:
 - The device will be confiscated and the student sent to time out
 - The student will be suspended from school for three days
 - Parents will be required to attend an interview with the Behaviour Management Coordinator and Principal where the student's enrolment will be reviewed.
- The confiscated device may be collected from the front office by the student's parents. If a parent cannot collect the phone, it can be collected by the student from the front office, only after five school days (no earlier than 3pm).

Cameras

Digital cameras may be used at school, only under the following circumstances:

- Approval has been given by the Principal for cameras to be used at events such as sports carnivals, fundraising events, socials and school celebrations;
- Approval has been given by a class teacher for use in class activities, such as research projects or camera club activities;
- A specific approval has been given by the Principal for the use of the camera.

The use of cameras must strictly adhere to the following conditions:

- In all cases, students are to respect the privacy of other students and staff;
 - Permission should first be given for a photograph or video to be taken of a student or staff member;
 - Photographs or videos must not be used to embarrass, intimidate or harass anyone;
 - Photographs and videos must not be lewd, offensive or inappropriate in the circumstances under which they are taken;
 - Sharing of photographs, whether amongst friends or on social media must first have permission from the subject.
- Inappropriate use, or use outside of an approved activity will result in the camera being confiscated and the **consequences for possession of electronic devices** (see above) will apply.
- If a camera is brought to school, it should be lodged at the front office for safe-keeping until it is required.
- The school accepts no responsibility for the loss, damage or alleged theft of a camera in possession of a student.

Electronic devices with cameras installed

The use of electronic devices other than dedicated cameras is NOT permitted at school. Normal procedures and consequences apply for these devices (see above).

Senior students with a BYOD licence may be use an approved electronic device for a specific purpose, subject to approval by the Principal. All conditions for use of a camera will apply (see above).