

Policy Number	Ratification Date	Reviewed	Review Date
39	June 2017	June 2017	2020



USE OF PERSONAL TECH DEVICES

Rationale

We understand that mobile phones are an important part of modern life and communication, however it is important that all staff accept that their use during class time and on various other occasions at school is inappropriate, and that students understand school policy for appropriate use of personal technology devices whilst at school.

Aim

To provide clear guidelines for acceptable use of personal mobile phones and other personal tech devices such as tablets, games consoles, smart phones or smart watches, during school hours.

Action

- EPS recognises that students sometimes bring personal mobile phones and other portable electronic devices with Internet connectivity for personal use outside of school hours. The challenges of monitoring students and student behaviour in their use of such devices, however, means that EPS does not allow students to use personal mobile phones or similar personal tech devices during school hours, except where express permission is given in accordance with this policy.
- EPS discourages students bringing mobile tech devices and similar tech devices such as personal tablets, games consoles or smart watches to school and takes no responsibility for a mobile phone or similar device brought to school by a student.
- Mobile phones and other personal tech devices such as games consoles, personal tablets and other portable devices with Internet connectivity must be turned off at all times during school hours including recess and lunch times. Mobile phones must not be used in any manner at all during school times except in an emergency situation and then as directed by a member of staff.
- Mobile phones and similar personal tech devices must remain out of sight in a safe and secure place in their school bag or at the front office during school hours including recess and lunchtimes.
- Students are required to abide by the EPS photography policy, which means that students may not take photos of other students on personal tech devices at school during school hours without express permission provided in accordance with the school's photography policy.
- Students are not allowed to use a mobile phone, personal tablet or smart watch on excursions, camps or other school sanctioned activities.
- The school will respond to improper use of a mobile phone, personal tablet or smart watch and any reported and proven bullying behaviour.

Staff Responsibilities

Staff must ensure that personal mobile phones are to be switched off at the following times:

- Staff meetings
- Professional development
- Class teaching time

Teaching staff (including pre-service and visiting teachers and ESO team members) are not to use their mobile phones during teaching time to text message or make and receive mobile phone calls during this time unless there are special circumstances and the Principal has given permission.

If a teacher needs to receive an urgent call, please let your teaching partner know and appropriate arrangements can be made.

Evaluation

Policies will be evaluated according to a three year cyclic review calendar as determined by the Education and Student Wellbeing Sub Committee.