Alexandria Park Community School
Personal Electronic Devices
A School Policy and Code of Conduct
2011-2013

Mobile phones, I-Pods, MP3 players, Blackberries, headphones and other personal music or communication devices in common usage in our society today. The use of each of these devices has a communication or entertainment benefit which is highly desirable for the user. They do, at the same time, also have the potential to distract the user from other tasks, make those tasks more difficult or to intrude upon the rights of other individuals nearby. Additionally, the possession of these items poses a serious threat of theft and the complications associated with deterring or solving theft of personal valuables.

At this time, Alexandria Park Community School will give the responsibility to the user and the supervisor of each area within the school. This decision has been made in recognition that:

- These items are prolific in our modern culture and have some genuine and fair application.
- Some situations within school might allow for reasonable and unobtrusive use of such devices.
- An absolute ban may disadvantage reasonable and legitimate users.
- Students need to develop a learned understanding of when and how to be courteous and responsible users.

This decision is made upon the understanding that users of these devises will comply with the following code of conduct. This code is established to ensure that fair and responsible use is always practiced and the rights of all learners and teachers in the school are maintained without conflict.

Failure in general to comply with the code of conduct will inevitably lead to a review of the policy and more severe restriction relating to the possession and use of these devices.

**Code of Conduct**

Mobile phones, I-Pods, MP3 players, Blackberries, headphones and other personal music or communication devices are permitted as a privileged use within the boundaries of the school subject to the following restrictions.

- Only mobile phones whose numbers have been placed on the school register are permitted to be brought to school – all other phones will be confiscated.
- They may be used on the playground during free-time unless otherwise directed by a teacher.
- Individual teachers and/or their faculties maintain the authority to determine whether they are permitted to be used in a classroom and under what circumstances. However, this must be linked to educational reasons and not behaviour control and the teacher must have expressly given their permission on each occasion.
• Before entering a classroom all phones should be turned off or placed in silent mode. Students are not permitted to make calls, respond to calls or send SMS messages while in class. Teachers should role model this practice and have previously alerted their Head Teacher if an exemption needs to be made.
• Under no circumstances should phones, MP3 players or other music players be used during exams or formal assessment tasks or at any assemblies or group meeting.
• When being spoken to by any teacher in a face to face communication, headphones should be removed from both ears as a courtesy to the speaker.
• If a teacher needs to address a student when a phone conversation is in progress on the playground, the student should immediately excuse themselves from the call and/or put it on hold until the face to face communication is completed.
• The maximum headphone volume permitted at any time should not be audible to other persons nearby.
• Safe keeping and security of each item is the responsibility of the owner. Students in PE classes will have access to special arrangements. Devices should be given to their teacher for safe storage during the lesson.
• Teachers will impose fair and escalating consequences for breach of these guidelines. These may include temporary confiscation on the device.
• Students who continue to misuse these guidelines may be deemed to be judged persistently disobedient under the school Fair Discipline policy.

Additional Information

• Students wishing to bring a mobile phone to school and not have it with them during the day can leave the phone with the office staff for safe keeping and collect it at the end of the day.
• Students who persistently refuse to follow the Code of Conduct will have their phone/devices confiscated and parents/caregivers contacted to pick them up.
• Students engaged in any bullying behaviour with electronic devices will not be allowed to bring these devices to school for a negotiated period of time.