



Cardiff Public School

Policy on Electronic Communication Devices

(including mobile or smart phones, computers and iPads or similar)

Mobile phones or similar devices are NOT to be brought to school unless it is important for the student's safety.

The student may bring the device to school for the purposes of:

- Emergency contact with family members
- Health / safety issue travelling to and from school

If mobile phones are brought to school they MUST BE SWITCHED OFF AT ALL TIMES.

When a device is switched off the following cannot occur:-

- Students cannot take or make calls during school times
- Students cannot send or receive SMS messages during school time
- Mobile phones are not to be used for playing games, to check the time, as a calculator, or used to take photographs/movies.
- Mobile phones are not to be taken into toilets, sporting venues or the hall as this is a breach of the privacy laws.
- If students become sick at school they are to follow normal procedures, seek permission from a Teacher to go to sick bay and Administration Staff will contact the parents, not the students.

If a phone is found to be switched on, the Teacher at the time is permitted to confiscate the phone from the student. The phone is to be given to the Principal or Assistant Principal and the student needs to request the phone back at the end of the day.

If the phone is confiscated more than once, parents will need to contact the school and arrange a time to collect the phone. A planning room will apply.

The school cannot accept responsibility for loss or theft of any personal property.

Security is the responsibility of the student.

If the phone is stolen it will be the responsibility of the student to contact the police.

Computers, iPads or similar electronic communication or information devices:

are to be used only under the direction and supervision of a staff member.

Use of such technology requires children to:-

- Handle and operate the hardware carefully and appropriately
- Use software only at the direction of a staff member
- Use hardware and software only as part of a specific lesson, learning activity or guided session.

Any breach of the above conditions will result in access to computers or other devices being removed for that child, for a length of time to be determined by the staff, dependent upon the severity of the breach.

Use of the internet requires children to:-

- Log on through the Department of Education's Portal
- Be directed and supervised by a staff member
- Stay on task, and only use the internet for the purpose designated by staff
- Use e-mail or social networking or shared sites (blogs, wikis approved websites) in a manner that ensures that no offensive, threatening or inappropriate material is offered or distributed to others
- Report immediately any offensive, threatening or inappropriate material that is offered or distributed to them
- Report other students if they observe them using the internet in an inappropriate way
- Maintain the security of their own passwords

Any breach of the above conditions will result in immediate loss of access to the internet by the removal of their log-in permissions.

Access to the internet will only be restored when staff agree that the child is unlikely to offend again.

If a further offence occurs, the school reserves the right to remove internet access to a student indefinitely.

***At Cardiff Public School our core principles are
Harmony, Honesty, Care, Respect and Achievement***

