

Acceptable Use of Personal Electronic Devices Policy

Purpose:	The purpose of this policy is to manage the appropriate use of personal electronic devices by students at school.	
Scope:	Students and parents	
Status:	Approved	Supersedes: Policy: Personal Technology 10/10/16
Authorised by:	Principal	Date of Authorisation: 27/03/2018
References:	N/A	
Associated documents:	<ul style="list-style-type: none"> • Redlands College Student Anti-Bullying Policy • Redlands College Privacy Policy • Redlands College Acceptable Use of ICT Services Policy 	
Review Date:	Every three years	Last Review Date: 19/01/2024 Next Review Date: 19/01/2027
Policy Owner:	Heads of School	

Policy Statement

Redlands College is committed to the fair and safe management of privately-owned student electronic devices so that the benefits of this technology can be enjoyed by students.

Redlands College requires students to display courtesy, consideration and respect for others whenever they are using a personal electronic device. The use of personal electronic devices must not disrupt others or the normal routine or running of the school.

This Policy applies to the management of all types of personal electronic devices not part of the College requirement; including mobile and smart phones, smart watches and fitness trackers with communication capabilities, laptops, tablets, cameras and video recorders, handheld game devices, music devices, eBook readers, other palm and handheld devices, as defined below.

This Policy applies on the College premises, as well during College activities, such as excursions, camps and extra-curricular activities.

Definitions

- **Personal electronic device** – includes all types of mobile and smart phones, smart watches and fitness trackers with communication capabilities, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, eBook readers, other palm and handheld devices and other equipment, as determined by the College, and owned by students.
- **Recording** – includes taking photos, videos and voice recordings

At Redlands College “acceptable use” of personal electronic devices includes the following:

Junior School

- We understand that some parents prefer their children to carry a personal electronic device for security purposes, such as the student catches the bus or train home. Students who bring a personal electronic device to school *must* hand it into Student Services by 8:30 am and collect it after 3:00 pm. This helps avoid devices being broken, stolen or used inappropriately.

As a general rule, students are not permitted to use their personal electronic devices or headphones whilst at school:

Middle School

- Students will be required to store their personal electronic device and wearable technology in their lockers from arrival at school until 3:15 pm. The personal electronic device will need to be switched off or silent.
- Students should store personal electronic devices safely and securely. Redlands College accepts no responsibility for lost, stolen or damaged personal electronic devices whilst on College premises, at a College activity, or whilst travelling to and from College.
- Students found accessing their personal electronic devices will then be required to hand them to Student Services and collect them at the end of the day.
- Students must not take personal electronic devices into exams, tests or other student assessments. Students given permission to utilise a personal electronic device during

an exam, test or assessment at Redlands College, must follow the Redlands College Acceptable Use of ICT Services Policy.

- Students are not permitted to listen to music on their personal electronic device while at school.
- Students may only use headphones while in class to complete class activities. e.g. editing a media assignment or listening to an audio source / flipped lesson. This exception is only for academic classes supervised by a classroom teacher.
- Students who use headphones while at school outside of these constraints will be asked to hand their headphones in at Student Services. This includes use in the playground, before school, during lunch breaks and on excursions

Senior School

- Students will be required to store their personal electronic device in their lockers from arrival at the College until 3:15pm, with the exception of smart watches and fitness trackers as they are permissible for Senior School students only. The personal electronic device will need to be switched off or silent.
- Students found accessing their device will be required to hand them to Student Services and collect them at the end of the day.
- Students must not take personal electronic devices into exams, tests or other student assessments. Students given permission to utilise a personal electronic device during an exam, test or assessment at Redlands College, must follow the College's Acceptable Use of ICT Services Policy.
- Students may only use headphones while in class to complete class activities e.g. editing a media assignment or listening to an audio source / flipped lesson. This exception is only for academic classes supervised by a classroom teacher. Students who are in an unsupervised study hall period are not permitted to use headphones.
- Students who use headphones while at school outside of these constraints will be asked to hand their headphones in at Student Services. This includes use in the playground, before school, during lunch breaks and on excursions.

Whole College

- If parents need to get into contact with students during school hours, they can contact the College who will then get in contact with the student. Each teacher in the College carries a phone and is readily available.
- Students should store personal electronic devices safely and securely. Redlands College accepts no responsibility for lost, stolen or damaged personal electronic devices whilst on College premises, at a College activity, or whilst travelling to and from College.
- Students must not use personal electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes change rooms and toilets or any situation which may cause embarrassment or discomfort to others.
- Students must not invade the privacy of other students or employees of the College by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting it on a website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained.
- Students must not use a personal electronic device to bully or cyberbully other

students or College employees. Any such behaviour will be subject to action under the Redlands College Student Anti-Bullying Policy and to a potential police investigation.

- Students are reminded that it is a criminal offence to use a personal electronic device to menace, harass or offend another person and that calls, text messages and emails can be traced.
- Students should ensure that all personal electronic devices are appropriately named or otherwise identifiable by the student.
- Students should only give their phone number out to close friends and family.

Responsibilities

College Responsibilities

Redlands College acknowledges its responsibility to:

- Develop and implement this Policy to ensure that the use of personal electronic devices by students do not disrupt others or the normal routine or running of the College.
- Communicate this Policy to students, parents and employees.
- Keep appropriate records, monitor and report on any issues related to inappropriate personal electronic device use by students.
- Encourage students, parents and employees to contribute to a healthy school culture.

Employee Responsibilities

At Redlands College, employees have a responsibility to:

- Uphold the College's Policy on this issue.
- Take reasonable steps to prevent and also respond appropriately to any instances of inappropriate use by students of personal electronic devices.

Parent Responsibilities

At Redlands College, parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her personal electronic devices to the College.
- Contact only the Redlands College front office in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their personal electronic devices during an emergency may create greater risk for students.

Student Responsibilities

At Redlands College, students have a responsibility to:

- Uphold the College's Policy on this issue.
- Not engage in conduct prohibited by this Policy or that otherwise disrupts others or the normal routine or running of the College.