



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, parents and staff of Peregian Beach College when onsite or working remotely.	
Scope:	Students and parents	
Status:	Approved	Supersedes: September 2022
Authorised by:	Board Chair	Date of Authorisation: January 2024
Review Date:	Bi-Annually	Next Review Date: January 2026
Policy Owner:	Peregian Beach College Board	

Policy Statement

PBC provides all students restricted access to the internet. Any student breaches of PBC's filtered access, including but not limited to, the bypassing of filters using; VPNs, UltraSurf, hot spotting, etc are unacceptable. These breaches will be **considered as intentional misconduct** and will be handled in reference to the behaviour management policy.

Peregian Beach College is constantly reviewing and refining policy to best meet developments in technology for our students, parents and teaching team. Peregian Beach College is committed to the fair and safe management of personal electronic devices so that the benefits of this technology can be implemented by students for academic advancement. The College recognises that appropriate access to technology gives students and our teaching team enhanced opportunities to learn, engage, communicate and develop the necessary skills to advance educational outcomes.

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

This Policy applies to the management of all types of electronic devices, including laptops, tablets, mobile and smart phones, smart watches, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, as defined below.

This Policy also applies on the school premises, as well as online home usage and during school activities, such as excursions, camps and extra-curricular activities.

At Peregian Beach College "acceptable use" of electronic devices includes the following:

- Exercise good judgment when using electronic mail and online platforms (e.g. Microsoft Teams) following the principles of ethical behaviour.
- Using appropriate language in online platforms and electronic mail messages.
- Being aware that if an issue addressed in an online platform becomes the subject of a legal dispute, then online content or emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them.
- Not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene.
- Remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and the reporting of any situation where you become aware of the inappropriate use of electronic communication and social networking sites.
- There will be NO digital technology usage (phone, iPad, laptop) unless under direct supervision by a member of the teaching staff. This includes before and after school while on College grounds.
- Student mobile phones are to be stored in lockers or in bags from the time of arrival at the College until being dismissed at the end of the school day.
- If a student is observed by the teaching team, accessing the mobile phone outside the above specified restrictions, the student will be directed to Administration where the mobile phone/laptop/iPad will be stored until retrieved by the student at the end of the school day.
- Monitoring and recording of inappropriate student mobile phones usage will be undertaken and parents will be contacted regarding breaches to this policy (three infringements will result in the parents collecting the student device from Administration).
- Students must not take electronic devices into exams, tests or other student assessments, unless expressly permitted by the College teaching team.

- Students must not use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in 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 school 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 permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained. Any such recording or distributing without permission will be subject to action and to potential police investigation.
- Students must not use an electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action and to potential police investigation.
- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.
- Students must store electronic devices safely and securely. Peregian Beach College accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Students should only give their phone number out to close friends and family. It is strongly advised that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep passwords/pin numbers confidential.
- Any breaches of this Policy must be reported by students to a student's Homeroom Teacher/Coordinator/Year Advisor/Guidance Officer/Principal.
- Students to use electronic devices for on task educational purposes only:
- Students to have all non-educational related Apps Closed, not opened or minimised :i.e. Spotify, games etc.
- Students to have all VPNs in any form removed from device :i.e. Google Browser extensions, e.g. UltraSurf etc. need to be deleted from browsers.
- Hot spotting in any form from any device is not permitted on College grounds.
- Students to ensure that no messaging, social networking Apps or websites are used.
- Students to ensure no messaging between other students etc. except for Microsoft emails and Teams.
- Students to have only educational Web Browser tabs active.

Definitions

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

Responsibilities

There may be times where students are required to send photos or videos to teachers. Students may be asked to participate in scheduled video conferencing, as part of a learning activity or class discussion. Any materials (videos/photos/scanned work samples/images etc) used or produced by students or staff are prohibited from being used, shared or uploaded in any other format or social media platform.

School Responsibilities

Peregian Beach College acknowledges its responsibility to:

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

Teaching Team Responsibilities

At Peregian Beach College employees have a responsibility to:

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

Parent Responsibilities

At Peregian Beach College parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her electronic devices to school or uses within the home.
- No photography or videoing in students' bedrooms – there will be no exceptions (parents are encouraged to provide students with a shared space within the main section of the household – teachers reserve the right to discontinue or limit multimedia options via remote access with any person breaching these expectations).
- Parents should be aware of any images or videos being sent, shared or uploaded.
- Any images or videos used or shared are to be relevant to the task expectation.
- Students are to be in appropriate clothing, dressed similarly to what is worn on a non-uniform day, as a standard.
- Language and multimedia engagement regarding students should mirror those expected in a normal class setting within a school environment (breaches will be addressed as above).
- Contact only the Peregian Beach College Administration in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create greater risk for students.

Student Responsibilities (including remote learning platforms)

At Peregian Beach College students have a responsibility to:

- Uphold the school'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 school.
- No photography or videoing in students' bedrooms – there will be no exceptions (parents are encouraged to provide students with a shared space within the main section of the household – teachers reserve the right to discontinue or limit multimedia options via remote access with any person breaching these expectations).
- Students are to be in appropriate clothing, dressed similarly to what is worn on a non-uniform day, as a standard.
- Language and multimedia engagement regarding students should mirror those expected in a normal class setting within a school environment (breaches will be addressed as above).
- Any images or videos used or shared are to be relevant to the task expectation.
- Report any breaches of this Policy to their Homeroom teacher/School Counsellor/Principal.



Acceptable Use of Personal Electronic Devices Policy - Acknowledgement

Student Name: _____, have read and agree to adhere to the Acceptable Use of Personal Electronic Devices Policy (January 2024), and acknowledge that this policy will be updated periodically and the most current version will always be available on the College website.

Signed: _____
(Student signature or parent/guardian signature for students Prep – Year 4)

Date: _____ / _____ /20_____