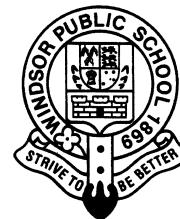


WINDSOR PUBLIC SCHOOL
MOBILE ELECTRONIC DEVICES POLICY

Revised 2022



Introduction

The *Bring Your Own Device* (BYOD) guidelines contain information for schools that choose to allow student use of personal mobile electronic devices at school to access the NSW Department of Education and Communities' Wi-Fi network.

The term "device" refers to any mobile electronic technology, including assistive technologies, brought into the school, which is owned by the student, and which has the capability of connecting to the department's Wi-Fi network.

BYOD is an optional strategy. The decision to implement BYOD in schools remains with the school in consultation with its community.

Windsor Public School does not implement the above strategy, however, specific guidelines are followed in accordance to students bringing mobile electronic devices to school.

Rationale:

Mobile devices are important modern day communication tools and are sometimes viewed as enhancing security for students travelling to and from school. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Aim:

To utilise the benefits of mobile devices whilst managing the problems they can potentially cause.

Implementation:

- All students who bring a mobile phone/device to school MUST present it to the front office on arrival to school, where it will be stored until collected at the end of the school day. The phone is NOT to be used while on school premises.
- Students and Parents must sign and return the Student Agreement Form
- Smart Watches must be set to 'do not disturb/school mode'
- Students misusing personal mobile devices at school or causing a nuisance will be brought to the attention of the principal, resulting in the confiscation of the mobile device until the end of the school day. It is the responsibility of the student to collect his/her mobile device from the principal at the conclusion of the school day.

Use of devices

- Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the department, its Information Technology Directorate or the school.
- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/caregiver consent for minors) being recorded and the permission of an appropriate staff member.
- Students must not use the department's network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in disciplinary and/or legal action.
- Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- Where a school has reasonable grounds to suspect that a device contains data which breaches the Mobile Electronic Device Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice.

Student Agreement

- The Student Agreement must be signed by the student and by a parent/caregiver.

By accepting the terms of the Student Agreement, the student and parents/caregivers acknowledge that the student:

- agrees to comply with the conditions of the school's mobile device policy;
- understands that noncompliance may result in disciplinary action;
- is responsible for securing their device in the school office, and while travelling to and from school. This includes protective/carry cases and exercising common sense when storing the device; and
- should clearly label their device for identification purposes. Labels should not be easily removable.

Damage and loss

- Students bring their devices onto the school site at their own risk. For advice on theft or damage of students' personal devices, schools should refer to the Legal Issue bulletins below:
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>

In cases of malicious damage or theft of another student's device, existing school processes for damage to school or another student's property apply.

Insurance

Student devices are not covered by the Treasury Managed Fund. Insurance is the responsibility of parents/caregivers and students.

Extract: Legal Issues Bulletin no.35 (March 2013)

MOBILE PHONES

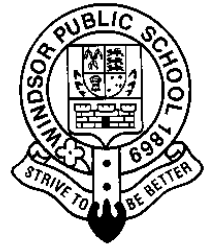
What approach should be taken in relation to the use of mobile phones generally?

The use of mobile phones in schools and institutes should not automatically be of concern. It is only if a mobile phone is used inappropriately that action may be necessary.

Inappropriate use of a mobile phone includes:

- ***using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or institute***
- ***bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the phone***
- ***recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation [refer also to the separate section on Recording and Other Listening Devices]***
- ***downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material***
- ***filming of fights or other criminal behaviour involving students that occur at school or the institute, during school or institute activities or while on the way to or from school or the institute***
- ***using it in a way that threatens or is likely to threaten the safety or wellbeing of any person***
- ***use that is in breach of any law.***

**WINDSOR PUBLIC SCHOOL
MOBILE ELECTRONIC DEVICE STUDENT AGREEMENT**



Students must read and sign the Student Agreement in the company of a parent or caregiver.

I agree that I will abide by the school's Mobile Electronic Device policy and that:

I will not use my device during school hours.

I will hand my device in at the office on arrival to school EACH day for safe storage until school closure.

I will not use my own device to knowingly search for, link to, access or send anything that is:

- offensive
- pornographic
- threatening
- abusive or
- defamatory
- considered to be bullying.

I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.

I have read the Mobile Electronic Device policy document and agree to comply with the requirements.

Date: ___/___/___

Student name

in the presence of: _____

Parent/caregiver name

Student signature

Parent/caregiver signature