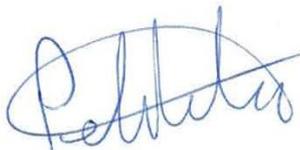


Electronic and Digital Media Policy (including Mobile Phones and Smart Watches)

JCS Electronic and Digital Media Policy

Implemented:

To be reviewed:

POLICY DATES: JOHN CALVIN SCHOOL ELECTRONIC AND DIGITAL MEDIA POLICY			
Formulated			
Implemented	8 th August 2019	Reviewed	
Next Review Due			
POLICY AUTHORISATION			
Principal	Daniel Coote	Signature	
Chairman	Philip deRuiter	Signature	

JCS Electronic and Digital Media Policy
 Implemented:
 To be reviewed:

The school recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - for example, to contact parents in emergencies, to confirm or change a collection time after school or school activities. It is not necessary, nor acceptable, for mobile phones, smart watches, ear phones or other digital media to be switched on or used during school hours. They can be a distraction to students, a disruption to classes and they also pose a security problem. As a result, students are discouraged from bringing them to school.

The school maintains the right to exercise control over the use of electronic and digital media brought onto the school property including mobile phones, smart watches, ear-phones and other items belonging to students and/or their families. This includes electronic and digital media taken to school excursions, activities, events and camps. Notification will be given in regard to appropriate use.

The school does not accept any responsibility for any electronic and digital media lost, stolen or damaged. Parents or students should ensure that mobile phones, smart watches, ear phones or other digital media are properly and adequately insured as personal property.

Students **ARE** permitted to use their mobile phones as follows:

- At the express permission of a subject teacher under whose supervision the student is working and only in the classroom.
- At the express permission of a subject teacher under whose supervision the student is working and in the context of the subject if in the school environment outside of the classroom.
- In both instances where students are using devices with subject teacher permission, they must only be used for the specific purpose which the teacher has agreed to, as elaborated on below

Mobile phones, smart phones, electronic and other digital devices are to be switched off, and handed into the office.

Mobile phones, smart watches, ear-phones, electronic and other digital devices are a distraction in the classroom. It is the student's responsibility to ensure such items are handed in to the office each morning.

Mobile phones, electronic and other digital devices are not to be taken into a room where there are tests or exams being held. Significant consequences will be applied if there is a breach of this rule however minor it seems to the student or their parents.

Students are not permitted to contact parents requesting early dismissal from school for any reason. Students who become unwell or are injured at school or who have a justifiable reason to contact parents in regard to early dismissal are to report to the office to request assistance. Office staff will follow the school processes and contact parents.

JCS Electronic and Digital Media Policy

Implemented:

To be reviewed:

Consequences:

A range of consequences are in place for students who are non-compliant.

On the first occasion confiscated items will be held in the office until the end of the day.

On the second occasion an Order to Surrender will be put in place whereby a student must hand in their phone to the office on arrival to school and collect it at the end of the school day. If contact with parents or employer is necessary, the student will seek the permission of the office staff and use the school phone. Parents will be advised.

Subsequent infringements will see more stringent consequences applied as determined by the Principal or Assistant Principal, which may include parents being called to the school to collect the student's phone and to attend an interview.

Using Mobile Phones and other Media for Lessons

At times students may use personal cameras, audio or video recorders or other recording devices for school projects and assignments under the direction of the subject teacher.

Whether a student uses school owned or personal equipment, there is an element of trust associated with this activity.

Students must first fully disclose the nature of their work and then they must seek approval from the person to be photographed or recorded. Students must respect the privacy and wishes of any person they approach to be their subject.

NO means NO and, if conditions are given and accepted, they must be respected.

Social Media

Students using social media are strongly urged to use it wisely and responsibly.

The adage 'what goes on the Net, stays on the Net' can have long-term and unpleasant consequences and what is posted can appear on sites for which the post was never intended.

Students should be aware that significant consequences are in place for students who post comments or images that reflect negatively (whether real or perceived) on the John Calvin School community.

Significant consequences will be applied where students are found to be engaged in any activity that breaches school protocol, infringes on the rights of the individual person against their wishes, brings the school into disrepute or flaunts acceptable moral or ethical standards.

JCS Electronic and Digital Media Policy

Implemented:

To be reviewed:

Matters rising from posts on social media sites which are in conflict with the school ethos and/or which negatively affect members of the school community will be dealt with by the Principal and/or Assistant Principal.

Police will be notified if warranted.

Unlawful Use

It is unlawful to engage in using a mobile phone, smart watch or any other electronic or digital media as a recording device (audio or visual) in the school environment, whether on or off campus, particularly in relation to the filming/photographing of minors without consent.

Media students must work within the constraints of the subject topic and as directed by their subject teacher and/or staff when engaged in school events, performances and assemblies.

Where any complaint or any suspicion arises that a student has been engaged in an act which is illicit or unlawful, the school leadership reserves the right to confiscate and view the recording device used.

Such incidences will be investigated fully, and appropriate action taken. Parents will be notified.

Police will be notified if warranted.

For support with cyber safety please visit <https://www.esafety.gov.au/>