

# Electronic Devices

## POLICY

At Holy Family, students, staff and visitors are permitted to bring in with them electronic devices to meet their communication needs.

## GUIDELINES

### Staff

- During teaching time, while on yard duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. Other devices may be switched on.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on yard duty and during meetings.

### Students

- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for electronic devices. Electronic devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## INAPPROPRIATE USE

Generally, an electronic device or mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or wellbeing of any person; or
- is in breach of any law; or
- if it used to capture images or sounds without the subject's permission.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Education and Personal Responsibility Policy.

It should be noted that it is a criminal offence to use a mobile phone or electronic device to menace, harass or offend another person. The school may consider it appropriate to involve the police.

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### Document Control:

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