

 <p>Virginia Primary OSHC</p>	<p>Portable Electronic policy/ agreement</p>	<p>Issue 1 May 2017</p>
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POLICY STATEMENT ON PORTABLE ELECTRONICS

The Virginia Primary OSHC service is aware of and understands that there is increased ownership and use of portable electronics within society, including schools. Virginia OSHC service has developed an Acceptable Use Policy to ensure that potential issues can be indemnified and addressed as they arise.

In order for a child to be able to carry a portable electronic device, they and their parents need to read, understand and sign the Acceptance Use Policy.

ACCEPTABLE USE POLICY FOR PORTABLE ELECTRONIC DEVICES

The Director and staff member will ensure that children, who bring portable electronic devices to OSHC, have read, understood and signed the Acceptable Use policy. All details will be recorded and kept in the child's file.

- It is the responsibility of the child who brings the portable electronic devices into the service to adhere to the guidelines set out in the Acceptable Use policy
- Mobile phone are not to be use during OSHC/Vac Care service hours, All mobile phones need to be locked away in the office on arrival and will be returned to the child's parents/guardians at the end of the day
- The decision to allow a child to bring portable electronic devices to our service should be made by the parents/caregivers
- Parents should be aware of their child brings a portable electronic device to the service and they will be contacted by staff if they have not signed the

Acceptable Use policy. Electronic equipment will be locked away in a secure place until the Acceptable Use policy has been read, understood and by signed by the parents/ caregivers and child. Parents/caregiver can revoke approval at any time and do so by contacting the service.

- Children are not to take photos, or record any video or audio whilst at the service- including excursions, unless express permission has been given by OSHC staff.
- Children should not use portable electronic devices to surf the internet, check emails or to engage in gameplay with people outside the service.
- Children are only allowed to play G rated games whilst at the service. Special times will be programmed to allow children to play/view PG rate material, when only those families that have given permission to view PG rated material will be given access. No M or higher rated material is allowed to be play or viewed.
- Children are required to mark all portable electronic devices clearly with their names.
- Portable electronic device which are found in the service should be handed in to OSHC staff.
- The service accepts no responsibility for replacing lost, damaged or stolen portable electronic devices.
- The service accepts no responsibility for portable electronic devices that are lost, damaged or stolen when the service is on excursions.
- Children are prohibited to use data hotspots or exchange passwords for data usages/accounts of their portable electronic device
- It is strongly advised that passwords and pins are used to prevent unauthorized use of portable electronic devices. Qualified staff have the authority to request passwords to access a child's device if they suspect misconduct.

- Children with portable electronic devices may not engage in personal attacks, harass another person or post private information about another person. This involves using SMS, taking/sending photos or objectionable images and phone calls.
- All use of social media/networking platforms are prohibited within the service. Children using any form of social media will have their portable electronic devices confiscated and will have their Acceptable Use contract revoked.
- Any child who uses vulgar, derogatory, or obscene language while using a portable electronic devices will face disciplinary action re. OSHC Behaviour Management procedures.

It should be noted that it is a criminal offence to use a electronic devices to menace, harass or offend another person. Sending inappropriate material using is an offence under the Telecommunication Act. As such, f action as sanctioned by the Director/Principal or the Governing Council is deemed ineffective as such with all such incidents; the service may consider it appropriate to involve the police

Policy Statement on Portable Electronic

Acceptable Use Policy for Portable Electronics/Mobile Phones

1. Purpose

1.1 The increased ownership of portable electronics requires that school administrators, teachers, students, and parents take steps to ensure that portable electronics are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed; ensuring the benefits that portable electronics provide can continue to be enjoyed by our students.

1.2 In order for students to carry a portable electronics during school hours, students and their parents or guardians must first read and sign the Acceptable Use Policy.

1.3 The Acceptable Use Policy for Portable electronics/mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1 Personal safety and security

Virginia Primary School OSHC/Vac Care accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.

2.2 Young people and mobile phones

The scientific evidence does not indicate the need for special precautions for either adults or children in the use of mobile phones. This view is supported by the World Health Organisation (WHO) and other leading experts and health authorities internationally.

Mobile phones sold in Australia are required to comply with the Australian Communication Authority's Electromagnetic Energy (EME) safety standard, which is for all people, including children. The safety margins on national and international guidelines are significant and already take into account any differences in exposure that could be experienced by children due to conductivity and head size.

3. Responsibility

3.1 It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.

3.2 The decision to provide a mobile phone to their children should be made by parents or guardians.

3.3 Parents should be aware if their child takes a mobile phone/electronic device onto school premises.

3.4 Permission to have a mobile phone/electronic device at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

3.5 Parents and children should be aware that no mobile phones are to be used during school/OSHC hours and mobile phone are to lock away in a secure office and return to the parents/children at the end of the day.

4. Acceptable Uses

4.1 Mobile phones should be switched off during classroom lessons. Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the Principal or Deputy Principal. Parents are reminded that in cases of emergency, the front office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

4.2 While at OSHC children are prohibited from use mobile phones at any time. All mobile phones are to be securely locked away in the OSHC office and only return to the parents/children at the end of the day.

1. Unacceptable Uses

5.1 Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school/OSHC hours.

5.3 Qualified staff have the authority to confiscate mobile phone if a child breaches the agreeable among terms of the OSHC service, the mobile phone will be returned to parents/guardians at the end of the day and may not be able to bring in again for the rest of the week that the breach occurred.

6. Theft or damage

6.1 Students are required to mark all their mobile phone/portable electronics clearly with their names.

6.2 Mobile phones which are found in the school and whose owner cannot be located should be handed to front office reception.

6.3 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/electronic devices.

6.4 The school accepts no responsibility for students who lose or have their mobile phones/electronic devices stolen while travelling to and from school.

6.5 It is strongly advised that passwords and pins are used to prevent unauthorized use of portable electronic devices. Qualified staff have the authority to request passwords to access a child's device if they suspect misconduct.

7. Inappropriate conduct

7.1 Any student who uses vulgar, derogatory, or obscene language while using a portable electronics will face disciplinary actions.

7.3 Students with portable electronic devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using portable electronic devices to bully other students will face disciplinary actions.*

* It should be noted that it is a criminal offence to use a mobile phone/portable electronic devices to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

Mobile Phone Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones/portable electronic devices at Virginia Primary School OSHC/ Vac Care and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone/device should the need arise (eg if lost, or if the phone/device is being used inappropriately).

I give my child permission to bring a portable electronic device to OSHC/VAC CARE and understand that my child will be responsible at following the appropriate and agreed upon terms outlined in this document.

Parent name (print) _____

Parent signature _____

Date _____

Student name (print) _____

Mobile phone number _____

Student signature _____

Date _____

Teacher name (print) _____

Teacher signature _____

Date _____

If you have comments or suggestions, please contact the principal.
