

	<h1 style="color: #4F81BD;">Whitsunday Christian College</h1>	Last Updated: May 2022
	<h2>Electronic Equipment Policy & Practices</h2>	Version: 3

Purpose:	The purpose of this policy is to limit personal electronic devices at the College and increase person to person real time social interaction as well as protect the privacy of people.	
Scope:	Students	
References:	<ul style="list-style-type: none"> • WCC Student Code of Conduct • Privacy Act 1988 	
Review Cycle:	Every 2 years	Next Review Date: 2024
Policy Owner:	Principal	

Policy Statement

All students and employees at Whitsunday Christian College should be afforded the opportunity to learn and work in an environment free from distractions. The College allows students to use electronic and digital devices at school when its specific to enhancing academic learning. The College seeks to reduce the negative impacts of electronic and digital devices, including on social relationships. This policy aims to achieve the correct balance, particularly as these devices are capable of educational use.

Responsibilities

Parent / Carer Responsibilities

Parents / Carers are responsible for monitoring their child's internet access at home and checking that their home internet has appropriate measures in place to keep their child safe. Parent communication with a student throughout the school day needs to be through contact with a member of the school administration team.

Student Responsibilities

All electronic and digital equipment (including mobile phones) are brought to the College at their owners' risk. No liability is accepted by the College in the event of loss or damage. These devices need to be turned off as students enter the College at the start of the day. The items may be left at Administration, kept in a students' bag or locker. Mobile phones may be switched on and used once students have been dismissed for the day at home time.

Staff members should not see or hear mobile phones, iPods, or other devices at any time during the College day unless permission has been granted. The use of such devices would be a part of learning under the supervision of a staff member.

Device use conditions

Capturing and recording devices (e.g. digital cameras, voice recorders, cameras on mobile phones, video cameras).

No privately owned devices can be used for the capturing or recording or storage of audio or images at the College unless direct permission and supervision from the teacher is given. The use of these devices in capturing and distributing images of others leads to a breach of privacy, child protection and / or data protection issues.

Should a student need access to equipment for approved academic purposes, the College will supply the equipment. Adult supervision must be evident. Examples of possible use:

- Authorised performance (so long as recording does not infringe copyrights).
- Recording activities at Sports carnivals, special event days, as part of an approved academic task or when assisting with collating images for College promotions.

Please note: Images or recordings taken during a College day or at a College function may not be uploaded or used in any other electronic or print media (e.g. YouTube or Facebook) without direct permission from the Principal or their delegated nominee.

Computers

Whitsundays CC students are to use their computers according to the conditions set out in the agreement they sign. Computers are not to be used for entertainment. However, students are allowed to store their own purchased music on their own USB and listen to this using their computers. They may receive permission from a teacher to listen to during non-contact lessons and other special occasions. No student is permitted to play movies or YouTube music videos, etc. at school, except in some special circumstances in class time under teacher direction (e.g. Dance or Music lessons).

WCC computers are to be used for educational purposes only at school and home.

Consequences for Misuse of Mobile Phones/Electronic Devices

Any student who sends harassing or threatening messages or images or voice via any means will be subject to College discipline. Further, for messages sent by mobile phone or social websites, the College will support the injured party to report this to the appropriate government authorities (including police) and network providers.

If a student is found to be using a device during College hours inconsistent with the stated requirements, the following actions apply;

- 1st offence – the item must be surrendered to Administration for the remainder of the school day. A formal warning is logged, and parents will be notified. Administration begin a log of breaches and will communicate to Home Class Teacher & Secondary Leadership accumulation of breaches.
- 2nd offence - the item must be surrendered to Administration for the remainder of the school week. The device is to be surrendered to Administration at the beginning of each day and can be collected at the end of each day. Students attend Reflection Room and a breach is logged and a letter issued to Parent/Carer.
- 3rd offence – Students must surrender their phone to Administration every day for the remainder of the term. Due to continued defiance and non-compliance to school rules and policy, a meeting to be held with parents and staff.
- Continuing defiance will result in internal, external suspensions and enrolment review.