



Kairos Community College

Acceptable Use of Personal Electronic Devices Policy

Purpose:	The purpose of this policy is to manage the appropriate use of personal electronic devices by students at school	
Scope:	Students and parents	
Status:	Approved	Supersedes: No previous
Authorised by:	Governing body	Date of Authorisation: 15 Dec 2014
References:	<ul style="list-style-type: none"> • Kairos Community College Acceptable Use of ICT Services Policy • Kairos Community College Student Bullying Policy • Kairos Community College Positive Behaviour Support Policy • Kairos Community College Discipline Policy • Kairos Community College Student Code of Conduct • Kairos Community College Privacy Policy 	
Review Date:	Every 2 years	Next Review Date: 15 Dec 2016
Policy Owner:	Governing Body	

Policy Statement

Kairos Community College is committed to the fair and safe management of privately owned student electronic devices so that the benefits of this technology can be enjoyed by students.

Kairos Community College requires students to display courtesy, consideration and respect for others whenever they are using an electronic device. The use of electronic devices must not disrupt others or the normal routine or running of the school.

This Policy applies to the management of all types of electronic devices, including mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, as defined below.

This Policy also applies on the school premises, as well during school activities, such as excursions, camps and extra-curricular activities.

At Kairos Community College “acceptable use” of electronic devices includes the following:

- Students are required to switch electronic devices off or on to silent mode, and put them out of sight during class, unless expressly permitted otherwise by school staff. Students given permission to utilise an electronic device for educational purposes at <<School Name>> must see the Kairos Community College Acceptable Use of ICT Services Policy
- Students may only use electronic devices before and after school unless expressly permitted to do otherwise by school staff.
- Students may answer phone calls that are of emergency nature only if it relates to a child in their care.
- Students must not take electronic devices into exams, tests or other student assessments, unless expressly permitted by school staff. Students given permission to utilise an electronic device during an exam, test or assessment at Kairos Community College must see the Kairos Community College Acceptable Use of ICT Services Policy.
- Students must not use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in change rooms and toilets or any situation which may cause embarrassment or discomfort to others.
- Students must not invade the privacy of other students or employees of the school by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting it on a website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained. Any such recording or distributing without permission will be referred to the Head of School who will take action in line with the School’s Positive Behaviour policy. In some instances if a student right of liberty is breached this may be referred to the police.
- Students must not use an electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action under the Kairos Community College Student Bullying Policy.
- Students are reminded that it is a criminal offence to use an electronic device to menace, harass or offend another person and that calls, text messages and emails can be traced.
- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.

- Students should store electronic devices safely and securely. Kairos Community College accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Students should only give their phone number out to close friends and family.
- Any breaches of this Policy must be reported by students to any staff at Kairos Community College.

Definitions

- **Personal electronic device** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students
- **Recording** – includes taking photos, videos and voice recordings

Responsibilities

School Responsibilities

Kairos Community College acknowledges its responsibility to:

- Develop and implement this policy to ensure that the use of electronic devices by students does not disrupt others or the normal routine or running of the school
- Communicate this Policy to students, parents and employees
- Keep appropriate records, monitor and report on any issues related to inappropriate electronic device use by students
- Encourage students, parents and employees to contribute to a healthy school culture

Employee Responsibilities

At Kairos Community College employees have a responsibility to:

- Uphold the school's Policy on this issue
- Take reasonable steps to prevent and also respond appropriately to any instances of inappropriate use by students of electronic devices

Parent Responsibilities

At Kairos Community College parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her electronic devices to school
- Contact only Kairos Community College front office in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create greater risk for students.

Student Responsibilities

At Kairos Community College students have a responsibility to:

- Uphold the school's Policy on this issue
- Not engage in conduct prohibited by this Policy or that otherwise disrupts others or the normal routine or running of the school
- Report any breaches of this Policy to any staff member at Kairos Community College

Policy Review and Version Tracking				
Version	Date to be Reviewed	Person Responsible	Comments	Date Adopted
1	15.12.16	Mark Cornford	Policy developed	15.12.14