

# GUIDELINES

## MOBILE PHONES AND ELECTRONIC DEVICES IN THE SCHOOL ENVIRONMENT

Responsibility of: School Support Services  
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This document should be read in conjunction with the [Mobile Phones and Electronic Devices in the School Environment policy](#).

The following guidelines will assist schools with the development of their own procedures governing the acceptable and appropriate use of electronic devices in the school environment. Schools are encouraged to refer to these guidelines to develop their own policy, based on the particular interests and concerns of their school community.

Schools procedures should encourage the use of new and changing technologies in learning; however; they should give consideration to issues including:

- the importance of students displaying courtesy, consideration and respect for others whenever they are using electronic devices
- the potential for the use of electronic devices to be disruptive to the normal routine of a school
- appropriate use of the various functions of electronic devices including cameras, internet, music and video players etc
- appropriate times and places for use of electronic devices
- the application of the school's policy to students during school excursions, camps and extra-curricular activities
- disciplinary action resulting from inappropriate use of electronic devices
- security for personal belongings
- negotiated arrangements between students, parents and school staff
- risk and liability for personal property brought onto school premises.

An acceptable use policy should be developed and implemented before a student is permitted to bring a mobile phone or other electronic device on to school premises. This may include a requirement for parents/carers and students to sign an acceptable use agreement before a student is permitted to bring an electronic device onto school premises.