ACCEPTABLE USE POLICY FOR STUDENT USE OF ELECTRONIC MEDIA PLAYERS AND STORAGE DEVICES

1. Purpose
The increased ownership of electronic devices such as electronic media players, Walkmans, MP3 players, video, Electronic Media Players, mobile phones etc. (from here on in this policy referred to as Electronic Media Players) requires that school administrators, teachers, students, and parents take steps to ensure that they are used responsibly within the school environment.

This Acceptable Use Policy is designed to ensure that potential issues can be clearly identified and addressed.

Moe (Albert Street) Primary School has established the following Acceptable Use Policy for Electronic media players that provide teachers, students and parents guidelines and instructions for the appropriate use of these items during school hours.

In order for students to carry an Electronic media player during school hours, students and their parents or guardians must first read, understand and agree to the Acceptable Use Policy. The Acceptable Use Policy for Electronic media players also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale
2.1 Responsibility
It is the responsibility of students who bring electronic media players onto school premises to adhere to the guidelines outlined in this document.

2.2 Acceptable Uses
Electronic media players may be used during recreation breaks and only otherwise with permission of school staff.

2.3 Unacceptable Uses
Electronic media players must be switched off during classroom lessons, in the library and other educational activities such as assemblies. The only exception to this part of the policy is when specific permission is given by a staff member.
Should there be disruptions to lessons caused by electronic media players the responsible student will face disciplinary actions as sanctioned by the Principal. These sanctions are listed below.
Disruption would include where students are using these items and not giving their attention to staff and or students as should be expected in a given situation.
Electronic media players must not be used for the recording of any person(s) without their expressed permission as required under the Privacy Act.
Electronic media players being used in the school must not have inappropriate material stored on them. Where such material is found to be stored on equipment while at the School disciplinary sanctions and possible police involvement will result.

2.4 Theft or damage
Students are encouraged to mark all their electronic media players clearly with their names.
Electronic media players which are found in the school and whose owner cannot be located should be handed to the front office/reception. The school accepts no responsibility for replacing electronic media players that are lost, stolen or damaged whilst on school premises or on school sponsored functions.
The school accepts no responsibility for students who lose or have their electronic media players stolen while travelling to and from the school.

2.5 Sanctions
Students infringing on the rules noted above may have their electronic media player confiscated. If confiscated, it will be taken to a secure place within the school and the parent(s) of the students informed. Parent(s) of the student may collect the item at their convenience.
Repeated infringements may result in forfeiture of the privilege of the student to bring an electronic media player to the school.

Evaluation:
This policy will be reviewed annually as part of the school’s three-year review cycle.

Ratified by School Council on