



ST PATRICK'S COLLEGE  
TOWNSVILLE

## ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY

<b>Purpose:</b>	The purpose of this policy is to manage the appropriate use of personal electronic devices by students at the College.		
<b>Scope:</b>	Students and parents/guardians.		
<b>Status:</b>	Approved	<b>Supersedes:</b> Mobile Phone Procedures	
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b> 1 Feb 2020	
<b>References:</b>	<ul style="list-style-type: none"><li>• St Patrick’s College Townsville Acceptable Use of ICT Services Policy</li><li>• St Patrick’s College Townsville Respectful Relationship: Anti-Bullying Policy</li><li>• St Patrick’s College Townsville Behaviour Management Referral Procedures</li><li>• St Patrick’s College Townsville Junior Assessment Policy</li><li>• St Patrick’s College Townsville Senior Assessment Policy</li><li>• St Patrick’s College Townsville Student Code of Conduct</li><li>• St Patrick’s College Townsville Privacy Policy</li><li>• St Patrick’s College Townsville Communications Policy</li></ul>		
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> February 2025	
<b>Policy Owner:</b>	St Patrick’s College Townsville		

Version Number:	2	Date Modified:	February 2023
Document Owner:	St Patrick's College Townsville		



## ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY

### Policy Statement

St Patrick's College Townsville 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.

St Patrick's College Townsville 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 College.

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

This Policy also applies to the use on College premises, or during off-site College organised activities, such as excursions, camps and extracurricular activities.

At St Patrick's College Townsville "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 between 8.30am and 3.15pm (on College days), unless expressly permitted otherwise by College staff. Students given permission to utilise an electronic device for educational purposes at the College must see the St Patrick's College Townsville Acceptable Use of ICT Services Policy.
- Students must not take electronic devices into exams, tests or other student assessments, unless expressly permitted by College staff. Any breaches will be dealt with under the St Patrick's College Townsville Junior & Senior Assessment Policies. Students given permission to utilise an electronic device during an exam, test or assessment at the College must see the St Patrick's College Townsville 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 College 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 social media or 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 subject to action under the St Patrick's College Townsville Student Code of Behaviour and to potential police investigation.
- Students must not use an electronic device to bully or cyberbully other students or College employees. Any such behaviour will be subject to action under the St Patrick's College Townsville Respectful Relationships: Anti-Bullying Policy and to potential police investigation.
- 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. St Patrick's College Townsville accepts no responsibility for lost, stolen or damaged electronic devices whilst on College premises, at a College activity, or whilst travelling to and from College.

Version Number:	2	Date Modified:	February 2023
Document Owner:	St Patrick's College Townsville		



## ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY

- Any breaches of this Policy must be reported by students to a member of the College Pastoral Team as appropriate (Head of House/Head of Year, Director of Students, Deputy Principal, Principal).

### Definitions

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

### Responsibilities

#### College Responsibilities

St Patrick's College Townsville 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 College.
- Communicate this Policy to students, parents/guardians and employees.
- Keep appropriate records, monitor and report any issues related to inappropriate electronic device use by students.
- Encourage students, parents/guardians and employees to contribute to a healthy College culture.

#### Employee Responsibilities

At St Patrick's College Townsville employees have a responsibility to:

- Uphold the College 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/Guardian Responsibilities

At St Patrick's College Townsville parents/guardians have a responsibility to:

- Read and understand, and ensure their daughter reads and understands, this Policy before she brings her electronic device/s to the College.
- Contact only the St Patrick's College Townsville 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 St Patrick's College Townsville students have a responsibility to:

- Uphold the College 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 College.
- Report any breaches of this Policy to a member of the College Pastoral Care Team as appropriate (Head of House/Head of Year, Director of Students, Deputy Principal, and Principal).

Version Number:	2	Date Modified:	February 2023
Document Owner:	St Patrick's College Townsville		