**Rationale**

Electronic Communication Devices (ECDs) are an accepted part of our society and a common accessory and communication tool for most people. Maryborough Education Centre, (MEC), understands the role that ECDs may play in helping students to be safe when travelling to and from school and may help student learning outcomes in the classroom. With advancements in technology they now have the potential to distract students through phone calls, social media, apps, texting, and use of games and music during class time. These distractions compromise student learning.

Of more concern is the capability of many devices to be used for cyber-bullying, invading privacy, Facebook, internet access, video and voice recording both during class and in the yard. The immediate access ECD’s provide between students at school as well as those outside during school hours is a safety concern we at MEC wish to address with this policy.

It is becoming common practice in the workforce now to ban mobile phone use and restrict internet access during working hours due to the lack of productivity that results. Employers expect their employees to follow these guidelines and as we prepare students for the workforce, we need to consider the conditions they will meet upon leaving school.

The school is unable to offer a ‘minding service’ for ECDs. Students must learn to take care of their valuables themselves if they choose to bring them to school. The school does not take responsibility for the loss, theft or damage of ECDs. We do provide students with lockers; however we do not offer a security service for phones, iPods, or other accessories.

**Goals**

At MEC a safe learning environment where an individual’s privacy is respected and safety is maintained is a right of all students, staff and members of our school community. We will therefore implement a policy to ensure that these rights are protected.

The school also acknowledges ECDs can provide a valuable learning tool and we wish to support their use to maximise student learning where applicable.

**Guidelines**

Electronic Communication Devices (ECDs) include but are not limited to:
- Mobile phones
- Mp3 players
- iPods
- Headphones
- Speakers

ECDs can only be used, seen or heard before and after school i.e. before 9:00 am and after 3.15 pm. At all other time they should be “silent, invisible and unused”. This also applies to school excursions, unless pre-arranged by the teacher in charge.

**Bring Your Own Specified Device (BYOSD)**

BYOSD may be used at recess and lunchtime for educational purposes. A designated study space in the centre of pods or the library is provided for the use of BYOSD at these break times. Refer to MEC Acceptable Use of Technology guidelines for consequences of breach of BYOSD policy at school.
Consequences for use of ECDs at school
The following consequences will occur if students are found to be using an ECD at school. No warnings will be given.

First Offence
Staff member
- Informs student that he/she is in breach of the ECD Policy and sends student to an Assistant Principal, Leading Teacher, Co-ordinator or Secondary Administration Assistant

Assistant Principal, Leading Teacher or Co-ordinator
- Confiscates ECD for remainder of school day

Student
- Complies with all instructions. If the student fails to comply with any instruction he/she will serve a 1 day suspension

Secondary Administration Assistant
- Records device violation on Xuno at the end of every day
- Informs parents or carers of the breach of policy via text message sent home

Further Offences
Staff member
- As above

Assistant Principal, Leading Teacher, Co-ordinator
- As above
- Organises a time to meet with parents and student to discuss the situation
- Implement management strategies eg student to hand phone in at the start of every day, Check in Check Out Card to monitor use
- Implement alternate program at school
- Implement external suspension

Student
- Complies with all instructions. If the student fails to comply with any instruction he/she will serve external suspensions

Note
Students who use an ECD to violate another individual’s privacy or to incite or encourage any act in breach of school policy will be suspended.

Parent/Student contact during school hours
Parent/guardians wishing to contact their child during school hours can call the school on 54617900 and a message will be relayed to the student. If a student wishes to contact their parent/guardian during school hours there are school phones available for use. The student can ask an Assistant Principal, Home Group Teacher or Co-ordinator for permission to use a school phone or use an office to access their phone.
Exemptions

PECDS as Learning Tools
In some classes, teachers may require the students to use an EPD as part of the set course. The teacher will inform the class at the start of the lesson that devices or headphones may be used. Use will be limited to the relevant class for only the actions deemed necessary by the teacher.

Later Years Craigie Pod
Later Years students are able to use their device and headphones in the centre of the Craigie building during breaks and private study periods.

This policy will be reviewed as part of the school's 3 year review cycle.

This policy was last ratified by School Council on Friday 8th December 2017

Signed:

[Signature]

Paul Rumpff
School Council President.