



IRAMOO PRIMARY SCHOOL No. 5152

PORTABLE ELECTRONIC DEVICES POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on 03 9741 2803 or iramoo.ps@education.vic.gov.au.

Rationale:

The variety, capacity and availability of mobile digital devices are increasing daily. As a result, our students have growing access to communication tools and entertainment.

The monitoring of electronic communications and activities is fundamental to preventing inappropriate use of devices and to the management of any incidents that may occur. Only school owned or authorised electronic mobile devices are permitted to be used at school by students. No students are to bring personal portable electronic devices to school unless parents/guardians and students agree to abide by this policy.

Definition:

An electronic device is defined as any mechanical or electronic item that is capable of playing, recording, storing or transmitting sounds, images, videos, data or games. A portable electronic device includes items such as mobile phones, iPads, digital cameras, iPods, hand held electronic games, portable DVD players, smart watches and MP3 players.

Aim:

To ensure that the school's primary aim of providing academic and social learning for all students is not negatively affected by the use of portable electronic devices.

To ensure that students are using electronic devices in a safe and appropriate manner and **comply with Child Safe standards and eSmart accreditation.**

Implementation:

- Students are not permitted to bring or use privately owned devices to school or take them on school camps without *prior permission* from the Principal and in line with the Iramoo Primary School Memorandum of Understanding (MOA). See Appendix.
- Students in the 1:1 iPad program are expected to use school owned portable electronic devices at school. Parents/Guardians who want their child/ren to use their own device must sign the MOU.
- Under certain circumstances a student may need to have access to a mobile phone at school. In this instance the phone **must** be handed in at the office before school. It will then be securely stored in the office until collected at the end of the day.
- No mobile electronic devices are to be used in the playground unless at the direction of or under the supervision of a teacher or teacher aide.
- All use of portable electronic devices by students must be in accordance with the Iramoo Digital Technologies User Agreement and any breaches will be handled in line with this policy. During remote and flexible learning, our school will continue providing education on the responsible use of technology.

COMMUNICATION

The policy will be communicated to our school community in the following ways:

- Via parent/carer information sessions
- Via Compass
- Via newsletters
- Included in staff induction processes and staff training
- Discussed at staff meetings
- Hard copy available from school administration upon request.

REVIEW AND APPROVAL

Last reviewed	June, 2023
Approved by	School Council
Next scheduled review date (2 years)	June, 2025



IRAMOO PRIMARY SCHOOL No. 5152

MEMORANDUM OF UNDERSTANDING

CHILD'S NAME _____

YEAR LEVEL _____

The requirements that must be met in order for a student to use a device not supplied by Iramoo Primary School for the purpose of the 1:1 program are:

1. Minimum machine requirement.
 - The device must match or better the device supplied to the cohort the student is joining.
 - The device must be kept in the same protective case make and colour as the cohort.
2. The device must come setup with the latest iOS.
3. The device is to be used in accordance with the requirements of the 1:1 program in that it is primarily for educational purposes and there is enough space on it for the required school work. The device must also be brought to school fully charged each day ready for use.
4. Must comply with current restrictions that apply to all devices used by the cohort, including but not limited to camera availability and class rules.
5. Connection.
 - There will be an *initial* connection fee of \$30 covering inspection and connection to the school network.
 - Any subsequent reconnections may be subject to an additional fee.
6. The device must be enrolled in the Iramoo Mobile Device Management System.
 - Removal of this app or profile will disconnect the device from the school network. This will require the device to be wiped and conjugated to match the student's 1:1 cohort.
 - Subsequent reconnection may incur a \$30 reconnection fee.
7. Under no circumstances will a '**jailbroken**' device be permitted on school premises or connected to Iramoo PS network.
8. No onsite technical support will be provided for any non-school supplied device including password recovery and app management except where a school required app is involved.
9. No 'School Loan' iPad will be provided.
10. All and any work carried out by an Iramoo/Department of Education & Training (DET) employee in relation to the device will be entirely at the risk of the owner of the device. No Iramoo warranties or insurance will pertain to any non-school supplied device.

11. Iramoo PS will take no responsibility for occurrences or circumstances related to:

- loss
- damage
- theft
- breakage.

12. The device must be used in line with all Iramoo PS policies, including:

- The Digital Technologies Student Acceptable Use Agreement
- eSmart/Cybersafety policy
- The Portable Electronic Devices Policy.

13. All apps required for school are to be sourced, paid for and installed by the student's parent/guardian.

- Only school required apps will be supported (i.e. Matific).
- All content must be age appropriate.
- All content must comply with copyright laws.
- Any content failing to meet these requirements must be removed and the device will not be permitted to be used at school until these requirements are met.

14. The device will not be synced with any school computers.

15. No SIM card to be installed in the device while it is at school.

16. Where issues may arise requiring confiscation, the ipad will be handed back to the parent to go home until it is allowed to return.

17. Terms and conditions of this MOU may vary at the discretion of Iramoo PS.

18. This MOU is in effect for the duration that the student is using their own non-school device.

19. Costs referred to in this MOU may be subject to change.

I / We have read the Memorandum of Understanding and agree to the terms and conditions.

PARENT/GUARDIAN'S SIGNATURE _____ **DATE** _____

IRAMOO PRIMARY SCHOOL AUTHORITY _____ **DATE** _____