Electronic Equipment:

The use of mobile phones, pagers, portable CD and MP3 players, Personal Digital Assistants and similar electronic devices in class is disruptive to the learning environment of all students and is banned from use during school hours. Students wishing to use these devices in special circumstances must negotiate arrangements with the class teacher and Principal.

Mobile Phones:

It is acknowledged that in some circumstances, the use of mobile phones by students may be appropriate. The following expectations apply:

- There are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents in emergencies or to confirm or change a collection time after school. However, except in times of genuine emergency, mobile phone use is not permitted.

- The policy also applies to students during school excursions, camps and extra-curricular activities.

- Mobile phones may not be used in any manner or place that is disruptive to the normal routine of a school.

- Students must have their mobile phones switched off and out of sight during classes.

- Students may only use their mobile phones before or after school.

- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.

- Any incident that involves a student photographing or filming other individuals without their consent or who sending harassing or threatening messages will be considered as extremely serious. The consequences may include letter of notification to parents, time out, in school suspension or formal suspension.

- Students should ensure that their phones are always stored in a safe and secure place.

**Please Note:

No liability will be accepted by the school in the event of the loss, theft or damage of privately own devices.
Computer Network Behaviour:

Prohibited Activities

- **DOWNLOADING / STORAGE** (Non-Study Materials)
  - Software, Games, Music, Images and Files not relevant to study. (All Drives).
  - Including (MP3, WMA, WAV, EXE, MID, MPEG, MOV, AVI, ASF, COM, ZIP) Files.

- **ACCESSING RESTRICTED AREAS OF CURRICULUM SERVER**
  - Copying, Deletion, or Moving of System Files on the Server.

- **REMOVAL / RELOCATION OF COMPUTER HARDWARE**
  - Swapping of Keyboards and Mice
  - Removal / Replacement or Touching of Cable Connections.

- **STEALING OF COMPUTER HARDWARE**
  - Removal of Keyboards, Mouse, and Cables and parts from Machines.

- **ILLEGAL AND INAPPROPRIATE CONTENT VIEWING**
  - Accessing Pornography, Illegal Information, Racist, Sexist, and Offensive Materials.

Consequences

**PRIOR WARNING**
All students are reminded of the rules of using the computers especially in not giving out their passwords, or logging other people onto their computer. They are also reminded that if they suspect people know their password ask their teacher to get it changed.

1. **FIRST OFFENCE: REMOVAL FROM NETWORK (1 WEEK).** (Parents notified)
   Access to Curriculum Network and Internet denied for 1 week, due to repeated breach of guidelines. Teachers informed to provide alternate work.

2. **SECOND OFFENCE: REMOVAL FROM NETWORK (1 MONTH).** (Parents notified)
   Access to Curriculum Network and Internet denied for 1 month, due to constant breach of guidelines. Teachers informed to provide alternate work. Student will also be required to meet with Deputy Principal before reactivation of account.

3. **THIRD OFFENCE: REMOVAL FROM NETWORK (INDEFINITE)**
   Access to Curriculum Network and Internet removed totally, due to blatant disregard of the guidelines. Teachers informed to provide alternate work. Administration will require a meeting attended by student and guardians to determine if and when student will be reallocated an account.