

POLICIES AND PROCEDURES

Policy Name	Mobile Phones and other Electronic Devices (Students)
Constructed /Reviewed by	Director of IT and Digital Learning / Executive
Approved by	Executive Committee
Review	Last Review: Oct 2012, Aug 2013, Oct 2015, Mar 2019, May 2021, August 2023, March 2025 Next Review: 2027

Statement of Context

- The use of a mobile phone, smart watch and other personal devices is not permitted during school hours.
- Students are not to contact home. Parents will be contacted by the School if collection from the Health Centre is required.
- The School Reception remains the vital and most appropriate contact point for communication between parents and students at School during school hours
- From 2023, the School will have in place the following mobile device programs:
 - An iPad 1to1 program in Prep to Year 4. (School owned devices)
 - A laptop program for Years 5 and 6 students (School owned devices)
 - A BYOD (Bring Your Own Device) program in Years 7-12.

Reference Points / Background Papers

<https://www.education.vic.gov.au> - School Policy and Advisory Guide

YVG ICT Acceptable Use Policy (Students)

Bring Your Own Device Frequently Asked Questions (FAQ) Advice for 2025

YVG Assessment Policy

Aim

To ensure that electronic device usage does not cause disruption to the learning environment.

Scope

This policy applies to all students of the School.

This policy is applicable to all campus locations at Yarra Valley Grammar, excursions, camps, off-site activities and all school related events unless other advice is given.

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Definitions

- Electronic device* Any piece of technology that uses electronic power, including laptops, tablets, smartphones, audio devices (e.g. headphones, microphones, etc.), smart watches, smart glasses, e-readers, digital cameras and video cameras, or equivalent.
- Personal device* Any electronic device except the BYO device (refer to definition below).
- BYO* “Bring your own” meaning the main electronic device that the students bring to the school for educational purposes, to enhance learning by allowing access to learning resources, engage in class activities, complete assignments, and participate in collaborative projects.

Policy details

1. Mobile phone and other personal devices (still and video) are not permitted. This includes in change rooms, the gym, toilets and swimming pool.
2. Students will be able to access the School’s WiFi for internet and email access as required using their BYO laptop/tablet. Inappropriate use of the School’s WiFi as described in the School’s IT Acceptable Use Policy (Students) is not permitted.
3. It is expected that students use confidential passwords or pin numbers on their electronic devices to ensure that there is no unauthorised use by another individual. These passwords or pin numbers should not be shared.
4. Students are advised to secure their personal devices in their lockers during the day.
5. IT Services will not be able to assist students with any laptop problems. This includes the need to re-charge the device.

Implications for Practice

- A student who is feeling unwell at School and needs to go home should arrange this through the Health Centre and not via a personal device.
- Students who leave school during the day are to be signed out following accepted procedure and with the appropriate permission from the School.
- Students who find a misplaced electronic device should take it to the School Reception.
- Any student found using any electronic device in an inappropriate manner (bullying, harassing, discriminating or intimidating) or in breach of this policy may result in that device being confiscated by the Year Level Coordinator, Deputy Head of School or Head of School and privileges restricted or withdrawn.
- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends menacing, offensive, harassing or threatening messages and / or images to other individuals or distribution of material of a sexual nature.



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- Showing or sending of images, films, video or other inappropriate material to other students whilst on school property or during school sanctioned events or identified as a school student will also be treated as a serious breach of this policy and sanctions will be imposed.
- Students must understand that using an electronic device in a way that is offensive or harmful could have possible legal implications.