



# iPods and Portable Devices Policy

## GRC Penshurst Girls Campus

### Policy Statement

To provide the best possible learning environment for our girls to achieve excellence in their studies we endeavour to provide a safe, disruption and distraction free classroom.

We do, however acknowledge that to provide a rich, 21<sup>st</sup> century classroom experience teachers will at times incorporate the use of iPods and other devices to enhance the delivery to and the engagement of students.

Therefore GRC Penshurst Girls Campus policy is:

- iPods, other portable devices and headphones are banned from being used in the classroom unless the teacher directs the students to use the device to enhance ,support or engage the students in the lesson. This will be arranged prior to the lesson.
- During assemblies students will take their iPods, other portable devices and wallets with them and keep secure in their pants or skirt pocket NOT their shirt pocket. They will leave their backpacks in the classroom. In PE classes where their backpacks are kept separate from the class the students can take their personal items and give them to the teacher to store separately.
- Students using iPods and other portable devices in the classroom without permission will have those items confiscated for a period negotiated with parents and placed within the school for safe-keeping.
- Repeated refusal to adhere to this policy may incur longer penalty periods and a continual offender may face suspension for persistent disobedience.

### Lost or Stolen items

Please note that students who bring devices such as a mobile phone or iPod to school do so at their own risk and the school will not allocate valuable time or resources to the investigation of lost or stolen personal items. The school takes no responsibility for loss or theft of these items.

## **iPods and other portable devices Procedures**

### **Parent's responsibilities**

- Parents understand that students who bring devices such as a mobile phone or iPod to school do so at their own risk and the school will not allocate valuable time or resources to the investigation of lost or personal items. The school takes no responsibility for loss or theft of these items.

### **Student's responsibilities**

- iPods other portable devices and headphones are to be switched off and upon entry to the school grounds and secured by the student.
- iPods and other portable devices can only be used in class when directed by the Teacher.
- If asked by a Teacher to check a device the student must follow the teacher request.

### **Teacher's responsibilities**

- If the student uses an iPod or other portable device without permission the Teacher asks and collects the device from the student.
- The Teacher records the details and at the end of the lesson takes the device to the Head Teacher or Deputy Principal.

### **Head Teacher's responsibilities**

- The head teacher takes the device, checks the student details on slip and places device in a plastic bag. The head teacher gives it to the Deputy Principal.

### **Deputy Principal's responsibilities**

- Deputy Principal collects and stores the device securely.
- Deputy Principal records the infringement on RISC.
- Deputy Principal Contacts parents regarding negotiated return.

### **Continued disobedience**

- If the student continues to disobey the school rules or staff instructions the student will be given a warning of suspension, leading to possible suspension if there is no change in the student behaviour.