



Tanglin Gippsland Personal Electronic Devices Policy

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1 Overview

- 1.1 At Tanglin Gippsland, digital technologies are embraced and students and staff members are encouraged to look for ways of using them constructively to enhance teaching and learning and communication with parents. However, it is noted that inappropriate use can be detrimental to the teaching and learning process, anti-social and even harmful.
- 1.2 At Tanglin, it is recognised that personal electronic devices are neither good nor bad in and of themselves. However, modern technology is a powerful tool that can be used in both positive and negative ways.
- 1.3 At Tanglin, it is recognised that there are times when it may be genuinely appropriate and useful for students to have access to certain personal electronic devices. However, the presence and use of such devices will be limited to extenuating circumstances and must be closely regulated.
- 1.4 At Tanglin, it is recognised that students and staff have rights and responsibilities that are protected by government legislation, including privacy laws (eg. Victorian Information Privacy Act and Commonwealth Privacy Act, and all campus community members must comply with such legislation.
- 1.5 While this policy relates predominately to the use of personal electronic devices by students and staff members, it also has implications for the conduct of other members of the community. This includes parents and other family members and friends taking photographs or making visual or audio recordings and sharing these publicly (for example, on social networking sites) without permission.

2 Definitions

- 2.1 *Personal electronic devices (PEDs)* include, but are not limited to, mobile phones, USB drives, PDAs, iPods, iPads, tablets, laptop computers, gaming consoles, CD & DVD players, cameras, calculators, and other devices that could be used for electronic communications, data storage or retrieval, whether owned privately or by Tanglin. Note, PEDs include devices that may rightly be regarded as personal learning devices (PLDs); however, this policy also regulates the use of devices with applications that may not generally be learning-related, whether at any time or just in specific instances.
- 2.2 *Inappropriate use* includes any use of a PED in such a way that it contravenes this policy, a signed ICT Acceptable Use Agreement, or other relevant established procedures, interferes with teaching and learning (of self or others), violates Tanglin’s Staff and Student Code of Conduct, or ignores a specific instruction from a staff member. Notwithstanding this definition, staff members shall have the right to decide what represents appropriate and inappropriate use of a PED in specific circumstances, providing that such decisions are consistent with the intent of this policy. Note, inappropriate use of a PED may be defined

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more by the intent and impact of the action than by the arbitrary fact that such device is electronic in nature.

3 Details

- 3.1 Staff members shall be responsible for the security of their own PEDs. Tanglin accepts no responsibility for damage, theft or loss of a PED. Staff should, therefore, ensure that PEDs are clearly labelled and adequately insured as personal property.
- 3.2 Students will not be allowed to keep their PEDs in their possession while at the campus. Student's phones will be collected on arrival and secured in a locked cabinet. Students will be given access to their PEDs periodically during their programme for limited periods of time, during which, students must use their devices in compliance with this policy.
- 3.3 The Leadership Team shall ensure that the campus develops specific procedures that are consistent with this policy, and which clearly outline principles and procedures in relation to the possession and use of PEDs. These procedures are to be filed with other policy documents.
- 3.4 Students and Staff members shall comply with expected standards and act within the ethical framework of the campus, with respect for others being paramount. PEDs must not be used to harass, abuse, distract or victimise others, nor to abuse an individual's right to privacy.
- 3.5 Students are to sign an ICT Acceptable Use Agreement each visit to the campus and this document is to be filed at the direction of the Leadership Team. Copies of this agreement are available with other policy and procedural documents.
- 3.6 Staff members shall always be conscious that their own use of PEDs serves as an example to students. All use should therefore be in accordance with this policy, demonstrate professional standards and never in such a way as to disrupt or distract from their duties.
- 3.7 With the approval of a member of the Leadership Team and in a manner consistent with this policy and relevant established procedures, staff members may indicate to students which PEDs may or may not be used at specific times and places, and in which ways they may or may not be used.
- 3.8 Tanglin and individual staff members have a duty to take all reasonable measures to protect students in their care from reasonably foreseeable risks associated with the use of PEDs.
- 3.9 A PED brought to Tanglin by a student may be inspected by a staff member where there are reasonable grounds for suspecting inappropriate use, and such PED may then be confiscated if inappropriate use is confirmed. Where a PED is secured by a password and the student refuses to grant access for inspection, the PED may be confiscated.
- 3.10 Information, data and evidence in relation to inappropriate use of a PED may be retained by Tanglin. Written records of all relevant incidents, actions and discussions should be made as close in time as possible to the event. Hard copies should be held in files labelled 'confidential' and stored in a secure location accessible only by the Head of Campus or their delegate/s.
- 3.11 Further to item 3.10 above, Tanglin's rights to retain information, data and evidence do not extend to items of a suspected criminal or illegal nature and/or which may place Tanglin or individual staff members in breach of the law. Any such items shall be reported to appropriate

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authorities as a matter of urgency, stored securely while held, and handed over at the earliest possible opportunity.

- 3.12 A PED confiscated from a student must be stored in a secure location in the campus administration office and should not be held by a staff member.
- 3.13 Further to item 3.12 above, Tanglin’s rights to retain a confiscated PED, and the student’s rights to regain possession of such PED, do not extend to situations where PEDs have been used for, or in relation to, suspected criminal or illegal purposes.
- 3.14 Students who use PEDs in an inappropriate manner may be banned from any further use of their PED during their time at the Campus.
- 3.15 Members of the campus community should be aware of relevant privacy laws and the implications of breaching such laws by the unlawful display of personal information or images (for example, by posting on a social networking site without permission). The Leadership Team shall be proactive in making such information available and/or encouraging members of the campus community to seek such information.
- 3.16 Tanglin accepts no responsibility for health effects (potential or actual) resulting from the use of PEDs.

4 Related Tanglin Gippsland Policies

- Cybersafety Policy
- Bullying and Harassment Prevention Policy
- Electronic Communications and Information Technology Policy
- Equal Opportunity & Respectful Workplace Policy
- Student Discipline & Behaviour Policy.

5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

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