

RESPONSIBLE USE OF TECHNOLOGY POLICY

Purpose and Rationale

This policy aims to set out what Duncraig Senior High School considers to be responsible use of Information and Learning Technologies to ensure these powerful tools are used in a safe and respectful environment by all students. It includes any electric device or application used to communicate, create, disseminate, store or manage information such as text, images, audio, or video. The term Device includes mobile phones, smart watches, iPods, iPads, laptops, tablet computers, personal organisers, desktop computers, MP3 players etc.

The intent of the Policy is to ensure that potential issues involving technology can be clearly identified and addressed, ensuring the benefits that technology provide, including increased safety, can continue to be enjoyed by our students.

It is the responsibility of students, who bring a device to school or use a school device, to abide by the guidelines outlined in this document.

Teachers at all times have the right to view or confiscate a device in their lesson to ensure it is being used responsibly.

Appropriate Use

- In class devices are only to be used for activities directly related to the learning area curriculum and used only when directed by the classroom teacher.
- Teachers will ensure students understand what responsible use of technology looks and sounds like in their class. Responsible use includes research and planning, completing school work, sharing information, recording text, images, video and audio for creating rich media products related to the curriculum.

Inappropriate Use

- It is Department of Education policy that mobile phones for all students are off and away for the duration of the school day. At Duncraig SHS students need to ensure their phones are turned off and put away from the first bell at 8.35am until the finishing bell at 3pm Monday, Tuesday, Thursday Friday and 2.40pm Wednesday. This includes all break times (off and away all day).
- Unless express permission is granted, devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons, moving between lessons and other educational activities, including assemblies.
- Technology must not disrupt classroom lessons with ring tones, beeping, vibrations or similar.
- Phones / Smart watches must not be on the student's person during assessment/test conditions
- Smart watches must at all times be in **airplane mode** so phone calls and messages cannot be sent or received from the first bell to the final bell of the school day.
- It is forbidden to connect to another student's device remotely without their express permission and only for educational reasons such as collaboration on a project.
- Students must not access social networking sites (e.g. Facebook, Snapchat, Instagram etc) while at school.

- Using technology to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour and the school will report it to the relevant authority and the device will be confiscated. Calls, text messages and emails can all be traced by the appropriate authorities.
- It is forbidden for a student to use their devices to record (audio, video or photograph) a student or a staff member without their knowledge and/or permission.
- Devices must not have inappropriate material on them. This includes, but is not limited to pirated software, music or video, nude photographs, pornography or hacking software.
- Videos or photographs taken at school must not be broadcast to other students or uploaded to a website for public viewing.
- Devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school.
- Students must not share their password. Any offence committed through the use of a student's computer, internet, email or other electronic account remains the responsibility of the account holder.
- Students should protect their phone numbers and email addresses by not giving them to anyone they do not know. This can help prevent the student's contact details from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and photograph messages or emails.

Exemptions and Communication

Exemptions to this ban include where a student requires a mobile phone:

- to monitor a health condition as part of a school approved documented health care plan; or
- under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.

While at Duncraig Senior High School students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's administration. If a parent / caregiver need to contact their children, they are asked to phone the school administration on 6241 5400

Theft or damage

If students choose to bring an electronic device to school, it should be clearly marked as proof of their ownership. They should also ensure that their device is always stored in a safe and secure place. To reduce the risk of theft during school hours, students who carry devices are advised to keep them well concealed and not 'advertise' them.

The school accepts no responsibility for replacing lost, stolen or damaged devices. This condition applies equally whether the student is already at school or travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Devices and/or passwords should not be shared. Lost and stolen devices in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

Consequences for students who do not use a device responsibly

If a student allows their device to disrupt educational activities the teacher may remind the student of this policy and their expectations. Repeat incidents will lead to increasing levels of consequences, in accordance with the normal behaviour management procedures.

1. When a student continues to disregard the Responsible Use of Technology Policy, the School will impose sanctions to ensure the student follows the policy. This may include confiscation of device, communication to parents, parents collecting the device from school, withdrawal or suspension or, if appropriate involvement of police. Any student/s caught using a device in a test / assessment / exam a ZERO mark **may** be awarded for the work completed. This will be pending an investigation into cheating, collusion and plagiarism as outlined in the Assessment Policy and managed by the relevant Head of Learning Area.

Further Guidance for the purposes of this policy, 'mobile phones' includes smart watches and associated listening accessories, such as, but not limited to, headphones and ear buds.

