

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 electronic device or application used to communicate, create, disseminate, store, or manage information such as text, images, audio, or video. The term “Device” includes (but is not limited to) mobile phones, smart watches, iPads, laptops, tablet computers, personal organisers, desktop computers, music players, airpods, headphones 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.

Appropriate Use

- During class time, devices are only to be used for activities directly related to the learning area curriculum and used only when directed by the classroom teacher.
- Laptops may be used before school, and during recess and lunch if used appropriately.

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 and 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 always be in airplane mode or an appropriate mode, so phone calls and messages cannot be sent, received, or heard from the first bell to the final bell of the school day.
- Students must not 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 and/or messaging applications unless given direct permission from the supervising teacher (e.g. iMessage, 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.

- A student must not use their device(s) 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.

Communication Home

All communication between parents and students, during school hours, must occur via the school's administration or student services. Students are not to use their personal devices to contact home or communicate with other people unless given explicit permission from the supervising teacher. If a parent / caregiver needs to contact their child, they are asked to phone the school administration on 6241 5400.

Exemptions to this policy include where a student requires a mobile phone or device for communication:

- 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.

Theft or damage

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

The school recommends BYOD device insurance is sought to cover accidental damage. The school's insurance does not cover accidental damage of a student's device.

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.

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).

Consequences for breaches of this policy

- Mobile Phones

1. For the first breach, following confiscation of the device by any staff member, the phone is stored in the Administration Office and can be collected by the student at the end of their school day. Administration staff will send a SEQTA notice to Parent advising of the breach.

2. For the second breach, following confiscation of the device by any staff member, the phone is stored in the Administration Office and returned to the student at the end of the day. Administration staff will send a SEQTA notice to Parent and the relevant Student Services Manager will determine the follow up action/s at this point.

3. In the case of a third breach, or when a student is uncooperative with a staff member when asked to follow policy requirements, the matter will be addressed by the Student Services Manager and Associate Principal. The Parent/Carer will be contacted and informed of the school's action/s.

4. In the case of a phone being confiscated in an assessment/test situation 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. NOTE: Failure of a student to cooperate with a member of staff in accordance with this policy may result in the student being suspended.

Consequences for breaches of this policy

- All other devices (not including mobile phones)

1. Teachers have the right to confiscate a device immediately if they suspect that it is being used to access illegal content or used for illegal purposes. This will be referred to the Head of Learning Area (HOLA), Student Services Manager (SSM), and/or if appropriate, involvement of police.

2. In the first instance, students will be given a warning regarding a device not being used for educational purposes. Staff will send a SEQTA notice or phone the parent/carers advising of the breach.

3. In the second instance, students will be asked to put the device away for the remainder of the lesson (if in class). Consequences actioned by the teacher may include detention.

3. In the third instance, students will be asked to put the device away for the remainder of the lesson (if in class). The teacher will notify their HOLA, who will contact home and consequences actioned that may range from detention to subject withdrawal for a lesson).

4. In the case of a fourth breach, or when a student is uncooperative with a staff member when asked to follow policy requirements, the matter will be addressed by the Student Services Manager and/or Associate Principal. The parent/carers will be contacted and informed of the school's action/s. This may include confiscation of the device, communication to parents, parents collecting the device from school, withdrawal, suspension and/or if appropriate, involvement of police.