Responsible Use of Electronic Devices Policy

INTRODUCTION
The Kingswood High School (KHS) use of Electronic Devices Policy is embedded within our contemporary context, where information and communications technology is now supported by mobile electronic devices. This technology is a significant part of today’s world. Our students’ communicate and gather information through the use of these devices to access online resources and social media. Kingswood High School is committed to an improvement strategy that provides students with access to modern learning tools and a challenging curriculum to achieve 21st Century learning skills. At the heart of this challenge is access to technology so that students are learning anywhere anytime.

DEFINITIONS
Electronic devices – refers to all portable electronic devices including but not limited to; computers including laptops, notebooks, tablets, iPads, MacBooks, mobile phones, MP3 players and iPods. 
Social media - includes online applications such as social networking sites, wikis, blogs, micro blogs, video and audio sharing sites and electronic message boards that allow people to easily publish, share and discuss content.

RATIONALE
This Policy sets the standards of behaviour for the responsible use of electronic devices and social media, that is consistent with the broader values and expectations of Kingswood High School, the Department of Education (DoE) and the wider community.

PRINCIPLES
The KHS Responsible Use of Electronic Devices Policy is based on the following principles that must be adhered to by all those responsible for the implementation of the policy and to all those whom this policy applies.
• The Information Communication Technology (ICT) resources of Kingswood High School are provided to students and staff to support the teaching, research and administrative functions of the school;
• Authorised school users are granted access to school resources and networks on the basis that their use of ICT resources will be appropriate, ethical and lawful at all times;
• Authorised school users are required to observe DoE, KHS policy and Australian and other laws which may apply;
• School ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender or any other attribute prescribed under anti-discrimination legislation;

The school’s responsible use policy applies to all electronic devices used within the school facilities. This includes equipment owned by the school or and privately owned or rented computers (including laptops, notebooks, tablets, iPads, MacBooks), mobile phones and storage devices such as MP3 players and iPods brought onto the site.

CONTEXT
This policy should be read and interpreted in conjunction with:
• Code of Conduct Policy
• Values in NSW public schools
• Legal Issues Bulletin 5: Student Discipline in Government Schools
• Legal Issues Bulletin 35: The use of Mobile Phones, Portable Computer Games, Tape Recorders and Cameras In Schools and TAFE NSW Institutes
• Protecting and supporting children and young people policy
• Student Wellbeing and Engagement Policy

AUDIENCE AND APPLICABILITY
This Policy applies to all students and staff of Kingswood High School.
RESPONSIBILITIES

All members of the Kingswood High School learning community should behave within and outside of the School in such a manner that the image of the School is not negatively affected or brought into disrepute. KHS accepts that the use of Social Media can be an effective business and social tool and that such media is commonly used by the community to express their views, comments, ideas, and criticism on a whole range of issues. KHS expects those who are part of our learning community, when using Social Media, to show courtesy and respect to others.

Responsible use of electronic devices at Kingswood High School means:

- That students are expected to respect the rights and confidentiality of others
- That students and staff will leave mobile phones off or on silent during lessons unless it is deemed to be an integral part of a learning activity or task;
- Seeking permission to check the time, use the device to take a photo to record their work or use as an organiser, dictionary or calculator.
- Texting, listening to music or playing games is acceptable as long it does not disrupt others during breaks;
- At break times when students are not directly supervised in classrooms (i.e. before and after school and at recess and lunch times), students may use electronic devices. Use of electronic devices at these times however must reflect this responsible use policy;
- Students will not engage in social networking during class time unless it is a part of a learning activity;
- Students will not use external web access (and bypass the school’s filtering systems) unless it is negotiated with the teacher and forms an integral part of the learning;
- Students will be aware of the potential for cyber bullying;
- Students will be aware of their own digital profile and will respect the privacy and the safety of others around them;
- Students and staff will keep all passwords private;
- That electronic devices will be used to enhance learning opportunities in a connected world;
- Support the well-being of students and staff in a respectful manner by using the electronic devices and the internet only for positive purposes;
- Students will only use supporting software and apps in classroom activities under teacher supervision;
- Students will handle school loan equipment safely and carefully to avoid damage beyond fair wear and tear;
- Students and staff will report any attempt to bypass security, monitoring and filtering that the school has in place;
- Handing in their electronic device to the teacher if requested to do so.

Irresponsible use of an electronic device at Kingswood High School means (this includes in class or in the playground):

- Using electronic devices in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- Taking images of other young people or staff without express permission to do so;
- Recording voice or video of others without the knowledge and permission of the teacher or those involved in the conversation;
- Texting other students, staff, families, or the broader community during class time;
- Making defamatory comments or using obscene or offensive language toward others;
- Impersonating or falsely representing another person online;
- Engaging in online bullying, intimidation, abuse or harassment to target individuals;
- Sharing inappropriate material includes video, voice, text, images, web access;
- Contact with inappropriate persons from the web or the wider community;
- Contact with unauthorised persons / sites;
- Posting content that is hateful, threatening, pornographic or incites violence against others;
- Downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material,
- Downloading files such as music, videos, games, programs which will infringe copyright laws or bypass the school’s security filters or audit systems;
- Accessing other logins / passwords that do not belong to you;
- Filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school;
- Any acts that are deemed to be unacceptable forms of usage, including harming the reputation and good standing of Kingswood High School or those within its community.

Irresponsible usage of an electronic device will result in application of the school’s Student Wellbeing and Engagement Policy or the DoESuspension and Expulsion Procedures. Students found to be using an electronic device during the day inappropriately will have it confiscated and removed to the front office. Details will be recorded and disciplinary consequences may result. In most instances the student will be able to collect the item from the Front Office at the end of the day with approval from an executive leader.

At no time will the school accept responsibility for loss, theft or damage to a student's personal electronic device.

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STAFF EXPECTATIONS

- All staff, both permanent and casual should model appropriate and professional behaviour and should not be on devices in class or in the playground. This sends a message to students about double standards.
- Staff will be expected to have regular discussions with students about cyber safety and responsible usage of electronic devices in the classroom and around the school. Discussions with students will focus on caring for and respecting others;
- All teachers will establish classroom protocols to ensure that students will engage with technology responsibly to maximise the potential for learning;
- If a student is found using an electronic device during the school day, it is quite appropriate for a staff member to confiscate the item for the remainder of the day – if the usage of images/video/voice recording, is thought to be inappropriate/irresponsible - the confiscated item is handed to the Front Office so that it can be documented and then secured in the school safe;
- Teachers who confiscate an item will be expected to document the details about the confiscation and follow procedures as detailed below.

PROCEDURES FOR INAPPROPRIATE USE OF ELECTRONIC DEVICES

Staff may exercise discretion when dealing with students who use a mobile device during a timetabled class. That is if it is the first time for that student in that class the teacher may simply direct the student to put the device away. However teachers must, if a student uses a mobile device during a timetabled class or a teacher determines that during the course of a lesson that the electronic device is visible or audible the teacher will:

1st and 2nd Occasion within a 12 month period:
- Name of student taken
- Electronic device confiscated and taken by the teacher to the front office.
- Consequence issued by the teacher – Recess or lunch 15 min detention
- Teacher records incident on SENTRAL under banned Item
- SAS staff member updates inappropriate use of electronic equipment data base
- Electronic device returned to the student by the office staff at the end of day

3rd Occasion within a 12 month period:
- Name of student taken
- Electronic device confiscated and taken by the teacher to the front office.
- Consequence issued by the classroom teacher – Recess or lunch 15 min detention
- Teacher records incident on SENTRAL under banned Item
- SAS staff member updates inappropriate use of electronic equipment data base
- Office sends an SMS to the parent informing them that the child's device has been confiscated for the 3rd time and that on the next occasion the parent will be required to come to the school and have a meeting with the Deputy Principal and that the child will be Pre Suspended (Warning of Suspension)
- Electronic device returned to the student by the office staff at the end of day

4th Occasion within a 12 month period:
- Name of student taken
- Electronic device confiscated and taken by the teacher to the front office.
- Teacher records incident on SENTRAL under banned Item
- SAS staff member updates inappropriate use of electronic equipment data base
- SMS message sent to parent informing them that their child’s device has been confiscated for the 4th time and that they will need to come to the school to collect the device and have a meeting with the Deputy Principal.
- Deputy Principal issues the student / parent with a Pre Suspension warning letter.
- Electronic device returned to the student by the Deputy Principal at the conclusion of the meeting.

5th Occasion within a 12 month period:
- Name of student taken
- Electronic device confiscated and taken by the teacher to the front office.
- Teacher records incident on SENTRAL under banned Item
- SAS staff member updates inappropriate use of electronic equipment data base
- SMS message sent to parent informing them that their child's device has been confiscated for the 5th time and that they will need to contact the Deputy Principal urgently.
Consequences issued by the Deputy Principal which may include temporary withdrawal from all classes for a time period not to exceed 4 days or short suspension from school for up to 4 days.

Other Circumstances that may not occur within the classroom environment:

If students use mobile phones inappropriately, Principals and Deputy Principals have the right to take action. Depending on the circumstances, action can include:

- banning students from using mobile phones during the course of the school day
- confiscating mobile phones from individual students
- requiring students to hand in their mobile phones to designated school staff at the beginning of the school day for collection when students go home
- applying student disciplinary provisions such as detentions, temporary withdrawal from non-mandatory programs (e.g. Talented Athlete Program, non-mandatory excursions, representing the school etc.)
- reporting the matter to the police.