

## **ELECTRONIC DEVICES STUDENT POLICY**

**Policy Number:** EDSP

**Status:** Ratified

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MacKillop College Leadership Team.

**Policy Contact Officer:** Principal

**Related Documentation:**

## **RATIONALE**

It is the responsibility of students who bring mobile phones and other electronic devices onto school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or guardians and as such parents should be aware if their child takes a mobile phone onto school premises.

## **MOBILE PHONES**

- Mobile phones, if brought to school, are required to be switched off at the commencement of Pastoral Care class in the morning and may be switched on again for the journey home. The exception to this rule is that Year 11 and Year 12 students may use their mobile phones at recess and lunchtimes.
- If it is necessary for home or parent contact to be made during school hours (8.45am – 3.15pm) it is to be done by a call from the parent/guardian to the College Office, or phone permission granted to the student by the Principal or Leader of Pastoral Care.
- Students using a mobile phone at school during school hours will have it confiscated and their parents will be asked to come to school to collect it. As a consequence, for not complying with school rules the student will receive an afternoon detention.
- Mobile phones are not to be used to take photos without the express permission of the subject. Mobile phones are not to be used to take photos in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- Mobile phones which are found in the school and whose owner cannot be located should be handed to front office/reception.
- The school accepts no responsibility for mobile phones that are lost, stolen or damaged whilst on school premises, travelling to or from the school or on school sponsored functions.
- Any student/s found using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Principal.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
- Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.
- As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police. Hence, students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable video images, and phone calls.

## **AUDIO DEVICES (such as iPods) and IMAGE RECORDING DEVICES (such as iPads)**

All students may only use iPods, iPads and other electronic devices within a classroom or during a school activity when required for educational purposes as directed by the teacher.

The use by students of any type of recording device in class, on school premises or at any school function is not permitted, without the express permission of the subject and classroom teacher.

Digital image or sound capturing devices can only be used by an individual student to capture personal information; or images of a person, or recordings of a person where agreement or permission has been sought with the individual in the image or with whom the information relates. The use of such images or information will be for educational or school purposes only. Agreement or permission must be gained from the subjects of the image or recording.

The capturing or storage of images or information that may be defamatory, demeaning indecent or offensive; used for bullying or harassment; or are unlawful is strictly prohibited at school or on personal devices. The school will invoke serious consequences for students detected having involvement in the capture, transfer or storage of such images.

For the purposes of this policy objectionable or offensive materials includes but is not limited to compositions, graphics, video or sound clips that contain, promote or condone any of the following:

- Illegal drug images or references
- Satanic references
- Nudity
- Sexually explicit images, references or lyrics
- Use of guns, knives or weaponry
- Blasphemy or blasphemous images or references
- Racist, sexist or violent images, references or lyrics
- Swearing
- Any content which is not in keeping with the Catholic teachings or ethos of the school

### **INAPPROPRIATE CONDUCT**

Should there be breaches of the above protocols for electronic devices during lessons or other educational activities, the responsible student will face disciplinary actions as sanctioned by the Principal. These sanctions are listed below.

- a) Any student/s found using an electronic device such as a digital media player including wearing earphones and other equipment for listening purposes during classroom lessons and other educational activities without the consent of the teacher will have the device confiscated by a staff member and stored in a secure place in the College Office. The device can be collected by the student's parents/guardians at an appropriate time from the Leaders of Pastoral Care/Assistant Principal or Principal, as a consequence for not complying with school rules the student will receive an afternoon detention.
- b) Repeated infringements may result in forfeiture of the privilege of the student to bring an electronic device for personal use to school.

## **MOTTO – Management Of Technology Through Ownership**

The MOTTO discipline system has been implemented to assist with student management behaviour and responsibility with use of technology. It is intended for misdemeanour incidents; all other breaches of conduct will be addressed as stated in the Student Management Policy.

<https://docs.google.com/a/lism.catholic.edu.au/forms/d/1KLvNvno5zyGAWIIZciLPBshCMcEipsY39XGO3XyQNaM/viewform>

The implications are:

- each violation the class teacher reports a MOTTO in student diary and register violation on the staff Moodle page.
- after 3 violations (from any teacher) the **Leader of Learning Technologies** alerts the parent via a phone call home and discusses with student.
- after 4 violations – **Leader of Pastoral Care** is informed and a detention is issued.

At the commencement of each term, every student commences with a fresh start in our MOTTO system.

The following information is displayed in each classroom providing students with simple steps on how to avoid a MOTTO.

### **STUDENT**

- Have all Apps cleared from the multi-tasking bar (double hitting home button and swipe away Apps to close).
- Notifications should be turned off for all Apps.
- Gmail and Google Classroom notifications may remain on.
- Airdrop is to be turned off.
- Place iPad on desk, face down on top of student diary.
- Do not touch or use iPad until directed to do so by a teacher.
- Only use Apps that the teacher has instructed you to use.
- Close all Apps from the multitasking bar ready for next class.

### **STUDENT INTERNET AND E-MAIL RULES:**

Students are responsible for good behaviour on school computer networks just as they are in a classroom or in the playground. Communications on the network are often public in nature. General school rules for behaviour and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Students in Year 7-10 may only use their laptop, iPad or the network during class times. Any use outside of this must be supervised by a staff member in a classroom or in the library.

Network storage areas should be treated like school lockers. Network administrators may review files and communications to maintain systems integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers would be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the responsibility to exercise guidance with information sources such as television, telephones, movies, radio and other potentially offensive media.

As a user of the school network and the internet, students must acknowledge and agree that the follow are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- engaging in unauthorised chat sessions

MacKillop College computer network exists to provide access to curriculum related information. Students must sign an agreement, which covers areas mentioned in the Acceptable Use Policy.

### **EMAIL USER**

MacKillop College are pleased to offer all students email accounts on the Lismore Catholic Diocese Email System. It is the school's policy to allow students only to use this email system for messaging related to catholic education, when using the school's computer network.

The purpose of this policy is to ensure the proper use of the Lismore Catholic Diocese's email system and make users aware of what MacKillop College deem as acceptable and unacceptable use of its email system.

### **RESPONSIBILITIES**

Email is to be used as an educational communication tool and students are obliged to use this tool in a responsible, effective and lawful manner.

Access to an email account involves responsibility.

All communication should observe normal rules of etiquette.

Email is not a private mail system. Managers of the system have access to all email accounts.

Accounts are NOT to be shared with other students. You must accept responsibility for your own account.

By following the guidelines in this policy, the email user can minimize the risks involved in the use of email. If any student disregards the rules set out in this Email Policy, they will be removed from the system and hence not have access to email on the school's computer network.

## **PERSONAL USE**

It is strictly forbidden to use the email system for anything other than legitimate Catholic Educational purposes. Therefore, the sending of personal emails, chain letters, junk mail, jokes and executable is prohibited. All messages distributed via the Lismore Diocese email system are its property.

## **PASSWORDS**

The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document. Email accounts.

All email accounts maintained on our email systems are property of Lismore Catholic Diocese. Passwords should not be given to other people.

## **SYSTEM MONITORING**

Users expressly waive any right of privacy in anything they create, store, send or receive on the Lismore Diocese computer system. The Lismore Diocese can monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, there may be further actions and consequences.

## **USERS OF THE SCHOOLS' NETWORK AND INTERNET ACCESS MUST:**

- Reflect the educational ethics and philosophies of the school
- Meet identified curriculum objectives
- Support the aims of education
- Help and guide students to reach their full potential
- Reflect an understanding of the need to conserve ICT resources
- Show respect for privacy and care with sensitive information

## **ACCEPTABLE USE POLICY (AUP)**

- Internet-based research for school studies
- Communicating with other students, teachers, experts in relation to learning
- Printing educational related material for further research
- Saving files in each student's private network folder

**Violations will see removal of access privileges and may result in further disciplinary action.**

## **Student NetUse Quota System**

NetUse is an internet management tool that provides accountability for our students on our College WiFi network. With the initiation of NetUse, the College is incorporating a monthly download quota limit for all students. This will be 5 GB download limit refreshed every month for all students. All student usernames and passwords will remain the same and no device changes need to be made to existing school WiFi network connections. The quota limit size has been carefully calculated to ensure equability across all year groups.

To assist students learning, many sites, including our College Moodle page, Google Apps for Education Suite and ClickView online are exempt from the NetUse quota. This ensures that no student is hindered or penalised from accessing key classroom digital technologies and resources.

Students can monitor their quota in real time via a student NetUse portal link. This will be available for students to access via our College Moodle page. Students will also be prompted within their internet browser when their data download has reached 50%, 75% and 90%. It is important that all students are proactive in ensuring that they do not exceed the monthly quota. Students exceeding the internet quota will receive an MOTTO infringement.

In the advent of running low on quota a top up request ticket can be submitted via the ICT Help Desk link on the school Moodle page. The Leader of Learning Technologies or our Technical Support Officers will then make contact and investigate the feasibility of an internet quota top up.

### **TIPS**

When using a web site as a basis of research, ensure that it is:

- Accurate and up-to-date
- Reputable and of good authority
- Objective and representative of all opinions
- Clear and grammatically correct

### **Important to Remember:**

- Reference clearly in all assessment tasks
- Work which is copied, taken wholly or substantially from the Internet may be awarded zero mark
- **Students will be allowed an initial amount of printing and internet downloads for free. Any use in excess of this must be paid for by the student**

### **ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES - STUDENT**

MacKillop College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

MacKillop College uses the intranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to use the intranet, internet and mobile technologies responsibly at college. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At MacKillop College we:

- Support the rights of all members of the college community to engage in and promote a safe, inclusive and supportive learning environment.

- Have an Electronic Device and Digital Technology Policy that clearly states the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Have a CYBER-BULLYING POLICY that clearly states the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Provide parents with a digital copy of our policies and this agreement via a link on the school website at [pmaclism.catholic.edu.au](http://pmaclism.catholic.edu.au).
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

### **Student Declaration**

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to college or downloading unauthorised programs, including games.



In addition, when I use my mobile phone, iPod, iPad or other mobile device, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Respecting the privacy of others; only taking photos or recording sound or video at college when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- Being respectful in the photos I take or video I capture and never using these as a tool for bullying.

### **Student Commitment**

This agreement applies to digital technologies, social media tools and learning environments established by our college or accessed using college owned networks or systems, including (although are not limited to):

- College owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones, iPads, iPods and mobile devices
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook, Snapchat, Messenger and other social media communication sites.)
- Video and photo sharing websites (e.g. Picassa, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Moodle forums)
- Wikis (e.g. Wikipedia, Moodle Wikis)
- Video and audio broadcasting

This agreement applies when I am using any of the above digital technologies and electronic devices at college, at home, during college excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within policies covering internet and email use, mobile devices and cyber-bullying if I do not behave appropriately. I have read through these and hereby agree to them.

### **STUDENT AGREEMENT**

Student's

Name: \_\_\_\_\_

Pastoral Care group: \_\_\_\_\_

Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT**

Parent/Guardian's

Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_