



Acceptable Use of Electronic Devices Policy

Rationale

Maroochydore State High School's core values are Learning, Respect and Safety where all students and staff have the right to teach and learn in an environment that is both innovative and safe. One of the school's priorities is to use digital pedagogies to ensure we are preparing students for the future.

Policy Guidelines

To ensure appropriate use of electronic devices within Maroochydore State High School the following needs to be understood:

- Learning can be enhanced with the use of ICTs and may be utilised in all learning environments. The use of ICTs and students' own personal electronic devices can be an appropriate teaching and learning strategy and is only permitted when expressed consent is provided by the class teacher / supervising adult.
- Unacceptable use of electronic devices within the classroom is defined as any behaviour or incident that interrupts the learning / teaching environment and involves the use of electronic devices when permission has not been granted by staff.
- Cyber bullying occurs when a person is targeted by another through the use of information and communications technology. It involves the misuse of mobile phone, computer, internet, email, making of and /or distributing pornographic, obscene, offensive, violent, sensitive, shocking materials, invading a person's privacy, or images depicting dangerous behaviour, bullying and harassment.
- This will be dealt with by the school where it affects the good order and management of the school, relates to in school bullying incidents or has been undertaken using school ICT resources.
- This can involve students using SMS text, email, chat rooms, websites, blogs and mobile phones, to download, and/or send messages or images and / or post / upload materials with the intention of distributing this material so as to threaten, humiliate, intimidate or harass another student, staff or someone else within the school community.

Recording voice and Images

- Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means. Even where consent is obtained for recording, the school will not tolerate such images or sound being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent, a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- recording, and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording are in breach of this policy, and may be subject to disciplinary actions, including suspension and recommendation for exclusion.
- There may be opportunities for students to use recording devices provided by the school as part of their studies, e.g. digital cameras, video cameras or voice recording devices. Use of departmental recording devices is only permitted when express consent is provided by the class teacher.

- Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). A student at school who uses a technology device to record private conversations, or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Recording Private Conversations and the Invasion of Privacy Act 1971

- It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, *'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'*.
- The recording, or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) is against the law, and if detected by the school will result in a referral to Queensland Police Service (QPS).
- It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Text communication

- The sending of text messages that contain obscene language and/or threats of violence may amount to bullying, harassment or stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages from fellow students should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Enhancing On-line Safety for Children Act 2015

- There is a Children's e-safety Commissioner whose job is to administer a complaints system for cyber-bullying material targeted at an Australian child. The act can be enforced under Part 4 of the Regulatory Powers (Standard Provisions) Act 2014. This allows a civil penalty to be enforced by obtaining an order for a person to pay pecuniary penalty (money) for the contravention of the provision.

The community need to be aware of Section 474 of the Criminal Code Act 1995 *'It is an offence to use a telecommunications device to menace, harass or cause offence.'*

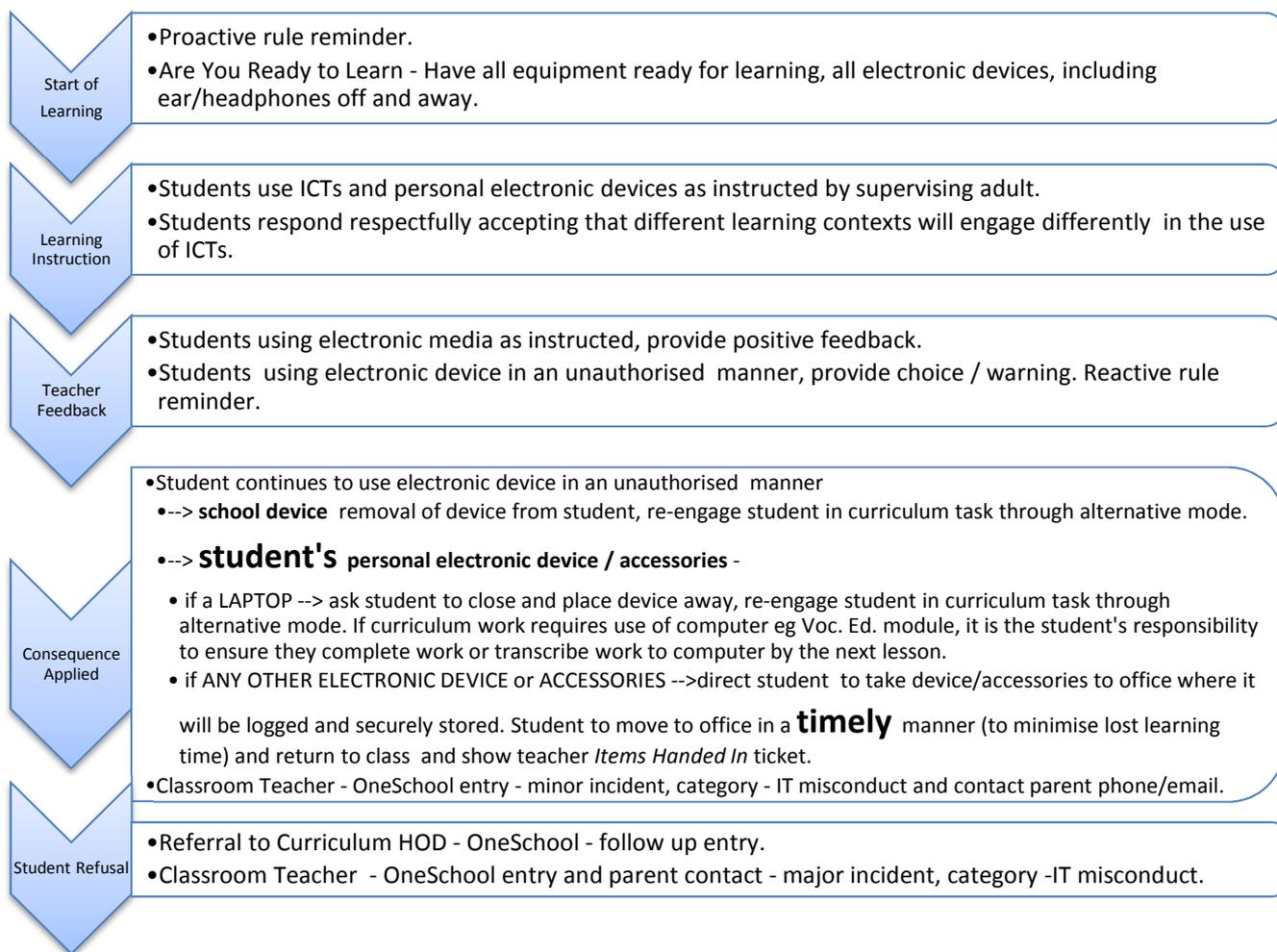
Procedures

Students enrolled at Maroochydore State High School have a responsibility to:

- Display courtesy, consideration and respect for others whenever they are using a mobile phone or electronic device, including those with blue tooth functionality;
- Use their mobile phone or other electronic devices in a manner or place that does not disrupt the normal school routines;
- Turn off their mobile phone and all electronic equipment at the beginning of class and only use during class as directed by their teacher to enhance learning;
- Use mobile phones and all other electronic equipment, only at the following times: before school, during recess/lunch breaks and after school, unless otherwise instructed.
- Not use in-phone cameras anywhere a normal camera would be considered inappropriate, such as toilets and change rooms or to take images without the person's permission;
- Not use the phone or electronic device or invade someone's privacy or to bully them by posting, downloading, uploading or distributing obscene, threatening or intimidating material via SMS text messages, email, posting to websites, etc, including the use of unauthorized voice recordings or recordings of private conversations;
- Not use mobile phones or electronic devices during exams or during in class assessment without express permission. An assumption of academic cheating will arise in such circumstances.

The following procedure is in place for any unauthorised electronic device use in learning areas.

Further consequences may apply including suspension or exclusion for inappropriate use of electronic devices. The Principal reserves the right to select responsive strategies in accordance with relevant Legislation and Policies.



First offence of term for any personal electronic devices and/or accessories)

- Student collects device at end of day.
- Classroom Teacher –
 - warning to student - personal device access restriction at school will be put in place if student's personal device used in an unauthorised manner again.
 - Parent contact –either phone or email, communicating that a personal device access restriction at school will be put in place if student's personal device used in an unauthorised manner again. OneSchool contact recorded. Refer to script.

Second offence of term – Log at office will have recorded first offence.

- Student collects device at end of day.
- Student device access restricted at school for one diary week e.g. Wednesday through to the end of school day the following Tuesday or 5 logged school days.
- Office staff to contact parent - Parents notified of restriction in place for one diary week and OneSchool contact recorded.
- Student required to hand device in on arrival and collect on departure daily for one diary week. Required to present *Items Handed In* ticket on request of supervising adult.
- Care teacher check-in daily – list of students on electronic device restriction will be emailed to all teaching staff by office staff on day prior.

Third offence of term - Log at office will have recorded first and second offence.

- Student device access restricted at school for rest of term.
- Dean of Students or HOD Professional Practice- Wellbeing (or if unavailable DP) to contact parent- OneSchool contact recorded major incident, category -IT misconduct.
- Parent contacted to collect device at end of day and be informed of device access restriction in place until end of term and OneSchool contact recorded.
- Student required to hand device in on arrival and collect on departure daily for rest of term. Required to present *Items Handed In* ticket on request of supervising adult.
- Care teacher check-in daily – list of students on electronic device restriction will be emailed to all teaching staff by office staff on day prior.
- Possible other Disciplinary Action.

PLEASE NOTE: The school accepts absolutely no responsibility for the loss or theft of student mobile phones/ iPods/ iPhones/ Notebooks / electronic games / or any other electronic devices which students bring to school. **CRICOS PROVIDER 00608A**