

Responsible Use of Electronic Devices Policy

PURPOSE

Our Use of Electronic Devices Policy is embedded within a contemporary context that reflects the realities of now (2012) within the spheres of the local (Golden Grove High School and the Golden Grove secondary Campus) and the world at large.

Information and communications technology is now supported by mobile electronic devices (i.e. computers including laptops, notebooks, tablets, iPads, Mac Books and mobile phones and MP3 players and iPods). This technology is a part of today's world. Our students expect to communicate and gather information through the use of these devices. Our school is committed to an improvement strategy that provides students with access to modern learning tools and 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**.

Our Responsible Use of Electronic Devices Policy is based on the following principles and it must be adhered to by all those responsible for the implementation of the policy and to all those whom this policy applies.

- The ICT resources of Golden Grove High School are provided to students and staff to support the teaching, research and administrative functions of the school;
- Authorised users are granted access to school resources and to external networks on the basis that their use of ICT resources will be ethical and lawful at all times;
- Authorised users are required to observe school 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 and campus facilities. This includes;

- Equipment owned by the school or campus;
- Privately owned or rented computers (including laptops, notebooks, tablets, iPads, MacBooks), mobile phones and storage devices such as MP3 players and iPods;

The school acknowledges that this policy will adapt and change as student and school ICT usage and needs change in response to contemporary developments.

INFORMATION FOR STUDENTS

Golden Grove High School has adopted a 1 to 1 laptop program and a strategy of **learning anywhere anytime**. This has meant that many students are bringing their own computing and electronic devices to work with at school;

- Students will be supervised when using electronic devices as part of their learning program;
- The school will provide opportunities for students to learn skills to increase learning potential and minimise risks through the use of these devices;
- Students will be instructed about personal cyber safety and about the need to be responsible and respectful of other people's rights when using electronic devices;
- Staff and students are adopting an expectation of responsible use when electronic technologies are applied to learning;
- Students will be monitored in class to ensure they use the technology appropriately as per the user agreement signed off when enrolling at GGHS. The basis of this agreement is to ensure that there is a common understanding amongst our school community about the responsible use of ICT and electronic devices;
- The Responsible Use of Electronic Devices and Cyber Safety Agreement outlines cyber safety strategies, expectations and responsibilities associated with using ICT at Golden Grove High School. Students and families will also need to be familiar with the policy relating to **faults and damages to school owned ICT and electronic equipment** i.e. laptops and other devices;
- Staff and students will regularly engage in discussions as to how we can all apply the available technologies to improve learning outcomes in a cyber-safe environment. This information will be conveyed to parents and students of our school community via our school newsletter, the school's website and regular communications.

Responsible use of electronic devices at Golden Grove High School and Golden Grove Secondary Campus means:

- 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;
- 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 use the virtual desktop if they are working on a BYO device during the school day;
- 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 (the policy regarding Student Laptop Faults/Damages to school loan devices will be implemented in circumstances where this is not the case);
- Students and staff will report any attempt to bypass security, monitoring and filtering that the school has in place.

Irresponsible use of an electronic device at school means (this includes in class or in the yard):

- Taking images of other young people or staff;
- Recording voice or video of others without express permission to do so as part of a learning task;
- Texting other students, staff, families, or the broader community during class;
- Posting harassing comments 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;
- Organising gatherings that result in intimidation, violence, or direct bullying;
- Any acts that are deemed to be unacceptable forms of usage, including harassment / bullying;
- 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.

Irresponsible usage of an electronic device will result in application of the school's ***Student Behaviour Management Policy***.

Consequences will be applied in consideration of any irresponsible usage;

Students found to be using a electronic devices during the day inappropriately will have it confiscated and locked in the school safe. Details will be recorded and disciplinary consequences may result. 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 or the appropriate year level leader.

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

STAFF EXPECTATIONS:

- 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 a 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 inform the appropriate year level leader.