

ELECTRONIC DEVICES POLICY



St Joseph's Primary School

OBJECTIVE:

St. Joseph's Primary recognises that electronic devices are an accepted and invaluable part of our modern lifestyle. This policy reflects the changing views and realities around the use of electronic devices. The increased ownership of devices such as mobile phones, digital cameras, MP3/4 players / iPods, iPhones, electronic devices (including wireless/3G) and personal electronic gaming consoles requires that school administrators, teachers, students and parents take steps to ensure that these devices are used responsibly.

St. Joseph's Primary School acknowledges that some students may need to be in possession of a mobile phone at school for reasons relating to their safety travelling to and from school. The school recognises that, when used responsibly, mobile phones and electronic devices can be useful tools to assist with communications and safety, as well as the development of academic and social skills. However, when these devices are misused, they can be very disruptive to teaching and learning and in some cases cause harm.

AIMS:

- To ensure the use of mobile phones and other electronic devices does not interfere with the effective conduct of the school and classroom activities.
- To protect the privacy of individuals and minimise opportunities for harassment.
- To prevent access by students to inappropriate information, images or voice recordings.
- To ensure that procedures are in place to minimise theft and damage of mobile phones and other electronic devices

IMPLEMENTATION:

- Students with a mobile phone or electronic device must place the device in their school bag as soon as they enter the school grounds. Parents wishing to communicate with their child during school hours must do so via the school phone.
- Mobile phones or other electronic devices, if brought to school, must not be taken onto the school playground/toilets during lunch breaks or into classrooms, meetings, assemblies, school excursions camps or other organised activities unless otherwise stated.
- Students, who bring a mobile phone or other electronic device to school, must clearly label the device with their name and complete the *Internet, Computer Network, BYOD & Google Apps User Agreement*.

- St. Joseph's Primary School will not accept any responsibility for any loss, theft or damage to mobile phones or other electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of mobile phones whilst in possession of students travelling to and from school.
- Students must not use mobile telephones or other such devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the device or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Inappropriate use of cameras (still and video including voice recordings) from mobile phones or other electronic devices will not be tolerated. Students found to be using a camera/voice recordings inappropriately will incur disciplinary action.
- Improper use of mobile phones or electronic devices will result in: Disciplinary action as outlined in the Positive Management for Positive Learning Policy.
- Confiscation of the mobile phone or other electronic device will occur until such time as the parent or guardian is able to attend school to collect the device.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile phone or electronic device to school.
- Laser pointers are banned from school. Any laser pointer found at school will be confiscated.

REFERENCES:

It should be noted that it is a criminal offence (Section 85E of the Commonwealth Crimes Act) to use a mobile phone/electronic device 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.

<i>Reviewed:</i>	<i>August 2017</i>
<i>Ratified:</i>	<i>August 2017</i>
<i>Next Review:</i>	<i>August 2019</i>

Internet, Computer Network, BYOD & Google Apps

Users Agreement

This abbreviated version of the Terms and Conditions for use of St Joseph's Primary Maclean Computer Network and school electronic devices is designed to help students to clearly understand their responsibilities as users of the Internet, school network, Google Suite and equipment. This agreement will remain in force for the duration of the student's enrolment at St Joseph's Primary Maclean.

At St. Joseph's Primary students are responsible for their actions and this responsibility includes the way they use electronic devices, internet, email and the computer network. These responsibilities are fully outlined in the St Joseph's Primary Terms and Conditions for use of Electronic Devices and BYOD on the St Joseph's Primary Maclean and Diocesan Networks below.

Students use electronic equipment under the following conditions:

- Access is a privilege – not a right. Access to school & CSO computer services is given only to those who agree to act in a considerate, legal and responsible manner.
- Education files are not private. Users should not expect that files stored on the school's servers, the school provided cloud storage (Google Drive & E-mail) and the school netbooks are private. The network administrator will review files, E-mail and other communications periodically to maintain system integrity and to ensure that our facilities are being used responsibly.
- St Joseph's computer services are provided for educational purposes. All electronic equipment usage at school must be for such purposes. Students may only use educational internet sites that are acceptable to St Joseph's. No other material is permitted to be used or accessed through our school computer systems.
- Electronic devices are valuable property and therefore care should be taken to protect them from damage and loss both in the classroom and on school grounds.
- The same standards of good and appropriate behaviour that are expected in our playground and classrooms are expected when using school devices/BYOD on school and diocesan networks (Google Apps).

As a user of St Joseph's Primary Maclean computer services (including Google Suite), students must agree that the following are not permitted:

- Students must not give their password (school or Google login) to anyone.
- Students must not use another person's password or alter another person's account or trespass in another person's folders or work files (Google Drive) either directly or via electronic methods.
- Students must not offer Internet access to any individual via their school Internet account.
- Students must not use or play games via the school network, unless the activity is set by the teacher.
- Students must not get from or put onto the network (school or Google Drive) any copyrighted material without permission.
- Students must not violate copyright laws.
- Students must not access threatening or obscene material, including pornography or sites which promote violent or dangerous activity.
- Students must not use obscene language or send or display any offensive messages or pictures through electronic means.

- Students must not harass, insult or attack others via electronic means.
- Students must not damage computers or computer networks.
- Students must not create or share computer viruses.
- Students must not download music, movies, apps etc. at school unless instructed by a teacher.
- Students must not utilise Google Apps (i.e. E-mail or Google Drive etc.) for anything other than to communicate with school staff, outside resources related to school assignments, access to school work from home and to collaborate with fellow students on school activities.
- Students must not give out personal information over E-mail, including home telephone numbers or home addresses.

The following guidelines are in effect with respect to learner use of BYOD (Bring your own Device) and PD (Personal Devices) and their access on school and diocesan networks.

- Personal Devices include, but are not limited to, eReader, iPad, iPod Touch, android tablets, laptops, netbooks and smartphones.
- The primary purpose of the use of PDs at school is educational and students will refrain from using personal devices outside of their learning time
- Students must use devices as directed by their teacher.
- The use of a PD is not to be a distraction in any way to teachers or students and must not disrupt class in any way (turn off alarms and notification alerts).
- Students will set social networking security settings to private.
- No technical support is provided for personal devices at school, excluding the use of google suite and internet browsing.
- Students are responsible for keeping the battery charged and ready for use each day. No provision will be made for charging PDs at school.
- PDs are not to be used for inter-learner or home communication (email, texting, messaging or telephoning) at any time, unless authorised by a teacher.
- All PDs are to be used only by the owner or under supervision of the owner when in a group activity.
 - Students may not use the camera features of PDs without the consent of a staff member and the person being photographed or videotaped. Students may not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
 - All PDs are brought to school at the user's own risk. St Joseph's or staff members are not responsible for theft, loss or damage to devices either at school or in transit. We recommend that all devices are labelled with student names and that they are protected by some type of case.
 - Students must notify a teacher or system administrator of any violations of this contract taking place by other St Joseph's Primary Maclean students or outside parties. Any violation of this contract may lead to consequences including but not limited to suspension of computer network (both school & Google Suite) access and interviews with parents. Serious breaches may result in suspension or expulsion.

Please sign below and return both pages of the Agreement to your classroom teacher **ALONG WITH** the Device Inventory filled out, if you choose to participate in BYOD:

STUDENT AGREEMENT

As a user of the *St Joseph's School Maclean* computer network, I hereby agree to comply with the above stated rules communicating over the network (School & Google) in a reliable fashion while honouring all relevant laws and restrictions.

Student Signature Class

PARENT AGREEMENT

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable. I note the school will endeavour to ensure students will not come into contact with such material but I accept responsibility for guidance of my children in the use of the Internet.

Parent/Guardian Signature Date

DEVICE INVENTORY

If the student will be participating in BYOD, please tick device/s that will apply.

☐ iPad ☐ iPod Touch ☐ iPad mini ☐ iPhone ☐ eReader

☐ Laptop

☐ Chromebook (please state type)

☐ Android tablet (please state type)

☐ Android phone (please state type)

Serial no.

Serial no.

STUDENT AGREEMENT

As a user of the *St Joseph's School Maclean* computer network, I hereby agree to comply with the above stated rules regarding BYOD and PD's and will endeavour to take responsible care and use of my device at all times.

Student Signature Class

PARENT AGREEMENT

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to bring their own registered Personal Device to school. I note the school will endeavour to ensure the safety of the student's Personal Device, however St Joseph's or staff members are not responsible for theft, loss or damage to devices either at school or in transit.

Parent/Guardian Signature Date