



# Student Electronic Equipment Policy

## Purpose

The College is implementing this policy to ensure responsible use of mobile phones and other electronic equipment by students on school premises and during school related activities.

## Scope

This policy is for teachers and applies to students of the College while they are in class, on school grounds or involved in school activities on or off campus.

## Policy and Procedure Details

The College permits students to use electronic and digital devices at school for limited legitimate purposes. The College also recognises the use of electronic and digital devices (e.g. mobile phones) can cause issues. This policy aims to achieve the correct balance, particularly as these devices are capable of educational use and we live in a regional area with some students travelling long distances.

Owners of electronic equipment used at school or during school activities need to understand:

- Students are not to bring anything which is illegal, against school rules, dangerous or is likely to cause disruption or harm to the smooth running of the College and the education of other students. Therefore, if requested by the Principal, all electronic equipment, digital equipment, including data storage devices, brought to school are subject to inspection for illegal, dangerous or anti-rule content and/or processes.
  - It is not the intention of the school to carry out routine inspections of private computers or other equipment, but if asked a student needs to cooperate. Students will be present during inspections. For some matters, such as child safety, police will need to inspect devices.
  - Students who are not prepared for this to happen need to refrain from bringing these devices to school. Students should consider having storage devices for school use only.
1. All electronic and digital equipment (including mobile phones) are brought to school at their owners' risk. No liability will be accepted by the College in the event of loss or damage.

The College requires all personal electronic devices be submitted to the Administration office on arrival for safe keeping.

Communication devices includes those able to talk, text, email, instant message, Skype, etc. (e.g. personal computers, mobile phones, smart/tech phone watches, media players and iPods). These devices need to be turned off when left at the Administration office on arrival at college, unless direct permission and supervision from a staff member is given for their use for urgent phone calls or text messages. That is, staff members should not see or hear mobile phones, iPods, etc at any time unless permission has been granted for this.

Mobile phones may be collected and used once students have been dismissed at going home time.

2. Capturing and recording devices (e.g. digital cameras, voice recorders, cameras on mobile phones, video cameras).

No privately-owned devices can be used for the capturing or recording or storage of audio or images at school or school-related activities unless direct permission and supervision from a staff member is given. The use of these devices could lead to privacy, child protection and data protection issues with regard to inappropriate capture, use or distribution of images. Should the student need access to equipment for school purposes, the school will supply the equipment.

Please note: No images or recordings taken during school or school functions may be uploaded or used in any other electronic or print media (e.g. YouTube or Facebook) without direct permission from the Principal.

Any student who sends harassing or threatening messages or images or voice via any means will be subject to College discipline. If messages have been sent by mobile phone or social websites, etc, the College will work with the injured party to report this to the appropriate government authorities (including police) and network providers.

### 3. Secondary laptop computers.

Secondary students are to use their laptop computers according to the conditions set out in the agreement they sign. Laptop computers are not to be used for entertainment. No student is permitted to play movies or YouTube music videos, etc at school, except in some special circumstances in class time under teacher direction (e.g. Senior Physics where students analyse a scene in a film).

#### **General College guidelines relating to the use of electronic equipment:**

No student is permitted to unplug any other device, particularly College computer equipment, to gain access to power.

No student is permitted to unplug network leads or any other lead etc.

No student is permitted to plug College network leads or any other lead etc. into their computer.

Students should not bring personal computers, such as laptops, to school unless prior approval has been granted for one off presentations. The College has ample computer equipment available.

Students and other community members need to be very careful in the use of information about our school, staff, students and other College community members on web sites etc.

Please note: Child safety laws and other privacy matters require us to report unlawful uses of electronic devices or internet to the police.

Students are not permitted to post or upload information regarding the College, staff or students in any media – digital, paper or other (e.g. Facebook, My Space, survey sites, news sites, etc). This will protect the privacy and safety of community members, as it protects against privacy issues, child safety, defamation actions, gossip, cyber-bullying, etc. Please remember that everyone in the community is signed on to positively build up the College and its members. Bringing the College or College community members into disrepute, or any form of cyber-bullying, is never acceptable. Police will be involved when necessary for student protection matters.

Social websites have rules themselves that support positive use. For example, Facebook outlines the following:

*We do our best to keep Facebook safe, but we cannot guarantee it. We need your help in order to do that, which includes the following commitments:*

- *You will not bully, intimidate, or harass any user.*
- *You will not post content that is hateful, threatening, pornographic, or that contains nudity or graphic or gratuitous violence.*
- *You will not use Facebook to do anything unlawful, misleading, malicious, or discriminatory.*
- *You will not facilitate or encourage any violations of this Policy.*

Please note: Disciplinary action will be taken against those who are caught using electronic equipment inappropriately or using digital devices or sites against these rules. This includes privacy violations and cheating during exams or other assessments.

## Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next Review
1.0	16 December 2016	Principal	16 December 2016	4 years	December 2020
2.0	11 February 2020	Nathan McDonald	11 February 2020	4 years	February 2024
2.1	11 February 2020	Nathan McDonald	1 January 2021	4 years	February 2024
2.2	19 March 2021	Nathan McDonald	19 March 2021	4 years	March 2025