

### **Mobile Phone and Electronic Equipment Policy**

This policy is made in accordance with the Department of Education, Training and the Arts (DETA) policy – SMS – PR – 003: Appropriate use of Mobile Telephones and other Electronic Equipment by Students.

#### **Rationale**

Sarina State High School is committed to providing a school environment which maximises the educational opportunities and outcomes for all students. A safe environment is fostered for students to achieve their potential and to encourage respect for self, others and their environment.

#### **Items banned from School**

Personal technology devices such as mobile phones, MP3 players, iPods, cameras and video cameras are not permitted on the school premises. Such devices can be disruptive to the learning environment of all students. These items are often very valuable and there is a risk of damage or theft.

If such items are required for student use before or after school, they must be handed in to the school office for safe keeping during the day. Students, parents and guardians are reminded that no liability will be accepted by the school in the event of loss, damage or theft of any device unless it can be established that the loss, theft or damage resulted from the school's negligence.

#### **Confiscation**

Personal technology devices used contrary to this policy on school premises will be confiscated by staff and may be returned to the student at the end of the day. Students will not be permitted to remove SIM cards before they are confiscated. For a subsequent offence, the device will be confiscated to be collected by a parent at a mutually acceptable time. If a device is kept by the school for the purposes of a disciplinary investigation, it will only be returned to the student in the presence of a parent. Devices containing evidence of criminal offences may be reported to the police. If a student fails to follow confiscation directions this could lead to a suspension. Additionally, students who repeatedly fail to follow the Personal Technology Devices Policy may be suspended.

#### **Recording voice and images**

Every member of the Sarina State High School community has a right to have their privacy protected and the right to feel safe at school. Students are encouraged to treat all members of the school community with respect and consideration. It is, therefore, not acceptable to record, photograph, identify or publish personal information about school staff or students. 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 could expect to be afforded privacy).

Students should note that 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 police involvement. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc.) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) may be subject to discipline including suspension or recommendation for exclusion.

#### **Text Communication**

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment which will have consequences as per our Responsible Behaviour Plan and may involve the police referral.

#### **Special Circumstances Arrangement**

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Principal.

*For purposes of this policy, a Personal technology Device includes, but is not limited to, mobile/smart telephones, games devices, PDAs, BlackBerry's, and/or voice recording devices, iPods, iPads, MP3 and MP4 players, and devices of a similar nature.*

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AGREEMENT**

Sarina SHS provides all students adequate access to ICTs. The school's ICT facilities, devices and software (including the internet) are provided for educational use only. All students must read and agree to the following points by signing and dating below.

While I have access to the school's ICT facilities, devices and software:

- I will use them only for educational purposes.
- I will not undertake or look for anything that is illegal, dangerous or offensive.
- I will not reveal my password or allow anyone else to use my school account.

Should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home. If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Responsible Behaviour Plan for Students*. This may include loss of access to the network (including the internet) for a period of time, suspension or exclusion.

Student's Name:	Student's Signature:
Date:	

**PARENT OR GUARDIAN:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities, devices and software (including the internet) for valuable learning experiences. I understand that internet access will give my child access to information from around the world and that the school cannot control everything that is available and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities, devices and software (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Responsible Behaviour Plan for Students*. This may include loss of access and usage of the school's ICT facilities and devices for some time, suspension or exclusion.

I have read and understood this agreement and the *Responsible Behaviour Plan for Students*.

Parent/Carer/Guardian Name:	Parent/Carer/Guardian Signature:
Date:	