

Ulladulla High School

Mobile Personal Devices/Phone and Social Media

Acceptable Use Policy

1. Purpose

Ulladulla High School believes that students, parents, teachers and administrative staff should have the right to benefit from the opportunities that exist from being a member of our school community. We understand that the students should benefit from the learning opportunities provided to them in what is a safe and respectful learning environment. Digital technology and social media play a role in the creation of productive learning environments. The purpose of this policy is to set standards of behaviour for the use of personal mobile devices and social media that are consistent with the values and expectations of the Ulladulla High School community. This policy applies to our school community, UHS staff, students and parents.

2. Aim

- 2.1 To create a climate in every classroom which will enable each student to recognise their potential through quality teaching and learning.
- 2.2 To educate students to be critical and analytical users of technology and responsible digital citizens who access social media for positive reasons.
- 2.3 To educate students about the hazards of misuse of social media and technology and the long-term effects it may have on their lives.
- 2.4 To ensure that technology is regarded as a learning tool to promote achievement and or effective, positive communication with the local community.

3. Social Media: Rights and Responsibilities

- 3.1 *Definition:* 'Social Media' refers to all social networking sites including; Facebook, Twitter, Blogs, YouTube, Tumblr, Instagram, Snapchat and other such sites.
- 3.2 The school community is expected to respect the rights and confidentiality of others and give due respect to the reputation and good name of the school.
- 3.3 When using social media, members of the school community are expected to ensure that they DO NOT:
 - Impersonate or falsely represent another person;
 - Bully, intimidate, abuse, harass or threaten others;
 - Make defamatory comments;
 - Be a member of any 'hate' or 'gossip' pages relating to the school or any member of the school community;
 - Use obscene or offensive language towards others;

- Post content that is hateful, threatening, pornographic or incites violence against others;
- Harm the reputation and good standing of UHS and those within its community;
- Use of excessive criticism to portray a person as socially, mentally, physically or intellectually inferior is a prohibited behaviour.

4. Mobile Devices and Other Devices: Rights and Responsibilities

- 4.1 The procedures in this policy applying to the use of mobile devices apply equally to the use of tablets, phones, laptops, portable computer games, iPods and similar devices.
- 4.2 All students bringing a device to school have a responsibility to follow this policy. All staff have a responsibility to follow this policy consistently in all areas.
- 4.3 Parents should know if their child has a device at school. Current mobile technology can be quite expensive and requires a great deal of responsibility. It is encouraged that the whereabouts and use of these devices is monitored.
- 4.4 Students and parents should be aware that devices are brought to school at the student's own risk. The owner of the device has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school. The school **WILL NOT ACCEPT** any responsibility for loss or damage to a student's device.
- 4.5 The owner of the device is responsible if someone accesses the content in their device or behaves in an inappropriate manner on the device without permission. Passcodes should be used on all mobile devices to ensure that there is no unauthorised use.

5. Playground Usage

- 5.1 **Appropriate** use of a devices in the playground includes:

The school promotes and supports social interaction and face to face communication, particularly in break times amongst students and teachers.

 - a. Checking the time, date, diary or calendar.
 - b. Listening to music using headphones. Use of external speakers is not permitted.
 - c. Viewing appropriate internet sites. When students connected to school WLAN normal filters apply.
 - d. Using appropriate apps including games and photo galleries.
 - e. Not using the phone while speaking with member of staff.
- 5.2 Photographs/videos taken during school hours or on school premises must have the permission of the person in the photograph. (The use of the device is part of the appropriate learning purposes).
- 5.3 Students have a responsibility to let teachers know if phones are being used for bullying or accessing inappropriate material.

- 5.4 A staff member has the right to check or confiscate the phone if content being accessed is believed to be inappropriate or harmful to the safety and wellbeing of others. This is to be done in the direct presence of the student.
- 5.5 If a student is unwell they should contact the office. The office will contact parents. A student cannot leave the school grounds until office staff or executive seek permission from a parent/guardian.
- 5.6 **Inappropriate** device use in the playground includes:
- a. Bullying or harassing of anyone inside or outside of the school;
 - b. Taking photos or video in the playground without the permission of a member of staff;
 - c. Contacting parents/carers/or people outside of the school to involve them in any issues occurring in the school;
 - d. The filming of fights or other criminal activity;
 - e. Accessing, distributing or showing inappropriate or illegal material;
 - f. Listening to music through an external speaker;
 - g. Use that is in breach of any law.

6. Classroom Usage

- 6.1 In this policy a classroom is defined as ‘any place where directed learning or educational activity is occurring’. This includes general classrooms, specialist classrooms, the school library, sport and PE classes, sporting venues away from school, industry visits, swimming/sports carnivals, camp activities and excursions.
- 6.2 Students have a responsibility to be committed to their own learning, to not interfere with the learning of others, and to support a safe learning environment where all can achieve. Phones are not to be the cause of distraction in a classroom environment.
- 6.3 Students can use a mobile device in class only with the direct permission of the staff member responsible for that lesson. Examples of appropriate use of a phone with teacher permission include:
- Using educational apps including calculators, stopwatch, thesaurus etc;
 - Listening to music using headphones only during individual work;
 - Taking or viewing photos or video within the context of the learning;
- 6.4 Students are to understand that different teachers may allow differing use of a phone in a classroom. This may be due to classroom structure or safety concerns. Students are to abide by teacher directions relating to the use of phones in the classroom.
- 6.5 Staff are to ensure that technology is only being used in classes as a programmed part of a carefully developed program of study which caters for the needs of students.
- 6.6 Students are not to accept or make phone calls or messages during class. If an emergency exists, parents should talk to the Deputy or Principal to make arrangements.
- 6.7 Staff undertake not to use devices while they have direct supervision requirements for students, unless as part of the classroom regime, or prearranged with the executive.

7. Breach of this policy

- 7.1 A breach of this policy may also involve a breach of other UHS policies such as:
- Student Code of Conduct
 - UHS Student Wi-Fi Agreement
 - Anti-Bullying Policy
 - Code of Student Behaviour DoE
- 7.2 Any breach of this policy will be considered by the Principal or Delegate on a case by case basis.
- 7.3 All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police where the school is legally obliged to do so. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the school. Students must be aware that in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by Police over which the school will have no control.
- 7.4 Action for inappropriate use of mobile phones/personal devices. The following process is to be put into place for students who fail to follow the abovementioned guidelines for appropriate mobile phone usage:
- All teachers should begin their lessons with a reminder about the mobile phone protocols.
 - Students should be instructed to have their phones away (out of sight, turned on silent in bags), unless they are going to be used for educational purposes.
 - Teachers must ensure that all incidents relating to mobile phones are recorded on Sentral.
- 7.5 If there is a pattern of continued misuse by a student, the Principal or delegate has the right to act. Depending on the circumstance action may include:
- a. Banned for individual students.
 - b. Making arrangements with parents for phones to be left at home.
 - c. Making arrangements which require the student 'check in' their mobile phone in the morning before school and collect it at the end of the school day.
 - d. Applying student disciplinary provisions will be indicated on Sentral.
 - e. Reporting the matter to Police.
 - f. Phones may be immediately confiscated by the Principal/DP if they are used illegally, or if the breach is of a serious nature.
 - g. Repeated refusals will be considered as continued disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DoE and school processes.