

Acceptable Use of Personal and School Electronic Devices Policy

Purpose	The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees at school, including personal electronic devices bought to school.	
Scope	This policy applies to students, parents and employees of The River School, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements while they are in class, on school grounds or involved in school activities on or off school grounds-	
Responsibility	School Principal	
References	Student Behaviour Management Policy Bullying Prevention Policy Child Protection Policy Code of Conduct Privacy Policy	
Status	Approved	Supersedes Acceptable Use of Personal and School electronic Devices Policy 2020
Authorised by	School Board	
Last Review Date	April 2022	Next Review Date April 2024
Review Cycle	Every 2 years	Version ID AUPSED 2022
Authorisation	Board Chair	Date of Authorisation April 2022 / resubmitted May 2022
Policy Owner	AME Ltd Board	

1. POLICY STATEMENT

All students and employees have at The River School have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. The River School expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all. The River School expects students and employees to demonstrate acceptable use via safe, lawful and ethical behavior whenever using ICT services. This Policy applies to the management of all types of electronic devices/ gadgets, including but not limited to: mobile and smart phones, smart watches, computers, laptops, tablets, iPods, iPads, cameras, video recorders, hand-held game devices, music devices, USBs, PDAs (personal digital assistant) and eBook readers.

This Policy applies on the school premises, school buses and related school activities, such as excursions, camps and extra-curricular activities.

2. RATIONALE

The increased ownership of mobile phones and other electronic devices / gadgets requires that school administrators, teachers, students and parents take steps to ensure that mobile phones and electronic devices brought to school are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the school day when students have access to school phones and personnel. It is further acknowledged that there may be times when the school is unable to provide a specific device that may enhance learning. In the event of this type of situation, a student, in consultation with the Principal, may be able to use personal, electronic devices to support their learning.

3. MOBILE & SMART PHONE USE

The policy of The River School is to allow the use of mobile and smart phones in limited circumstances as outlined below, while emphasising that in most circumstances students and staff will not need phones as they can access school phones and school personnel if they need to communicate outside of the school.

3.1. Acceptable Use - Students

- 3.1.1. The use of personal phones during school hours is not allowed unless permission has been sought and given by the Principal. Refer to clause 3.1.4.
- 3.1.2. Personal phones are to be handed into the office on arrival at school and collected at the end of the school day.
- 3.1.3. Students should be aware that personal phones not handed into the office are likely to be confiscated for the rest of the day and parents notified. Parents are reminded that in the case of emergency the school office remains a vital and appropriate point of contact.
- 3.1.4. While on school related activities, outside school hours or off school grounds, where permission has been given to carry personal mobile/smart phones, students are to restrict use to agreed rules determined by the type of activity in consultation with the staff member responsible for the activity.
- 3.1.5. It should be noted that it is a criminal offence to use mobile/smart phones and other devices to menace, harass or offend another person - see school Bullying Prevention Policy. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal, and their right to bring a phone to school will be revoked. Students should note that, in extreme cases, the school may consider it appropriate to involve the police.

3.2. Acceptable Use - Staff

Staff personal use of mobile phones will be confined to break times, when not on duty, and after school (except in the case of an emergency).

4. OTHER ELECTRONIC DEVICES

There are a number of other electronic devices including laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, iPods, iPads, smart watches etc. that may be brought to School in certain circumstances while adhering to the Acceptable Use outlined below.

4.1. Acceptable Use - Students

- 4.1.1. All personal electronic devices must be signed in at the office on arrival at school and their purpose for use at school stated. If permission has been granted for use during a school activity, the electronic device can only be used for the agreed purpose. At all other times, electronic devices must be kept at the office.
- 4.1.2. Personal, electronic devices without permission for use in a school activity are to be handed into the office on arrival at school and collected at the end of the school day.
- 4.1.3. Students should be aware that any personal, electronic devices not handed into the office are likely to be confiscated for the rest of the day and parents notified.
- 4.1.4. While on school related activities, school buses, outside school hours, or off school grounds, where permission has been given to use personal, electronic devices, students should restrict use to agreed rules determined by the type of activity in consultation with the staff member responsible for the activity.
- 4.1.5. It should be noted that it is a criminal offence to use any electronic device to menace, harass or offend another person - see school Bullying Prevention Policy. Students who use their device to engage in personal attacks, harass another person, or post private information about another person, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using an electronic device will have their device confiscated for a period decided by the Principal, and their right to have their device at school will be revoked. Students should note that, in extreme cases, the school may consider it appropriate to involve the police.

5. PRIVACY

- Students must not use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in change rooms and toilets or any situation that may cause embarrassment or discomfort to others.
- Students must not invade the privacy of other students or employees of the school by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting on a social media or website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained. Any such recording or distributing without permission will be subject to action under The River School Behaviour Management Policy and to potential police investigation.
- Students must not use an electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action under The River School Bullying Prevention Policy and to potential police investigation.

6. SECURITY

- Students and staff are responsible for the security of their mobile phones and electronic devices.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones and other electronic devices.
- The school accepts no responsibility for the loss of mobile phones and other electronic devices stolen while travelling to and from school.
- Phones and other electronic devices should be clearly marked with the name of the owner.
- It is strongly advised that students and staff use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students and staff should keep their passwords/pin numbers confidential.
- Mobile phones and other electronic devices that are found at school and whose owners cannot be located are to be handed to the office.

7. STAFF USE OF SCHOOL OWNED ELECTRONIC EQUIPMENT

- 7.1. Teaching staff may be issued with a school owned laptop or iPad for educational use and limited personal use while an employee at The River School.
- 7.2. Staff issued, school laptops, or iPads may be taken home provided they are treated with care and respect. The staff member who has been issued the laptop will pay for any repairs resulting from misuse, negligence and undue care.
- 7.3. Staff are responsible for exercising good judgement regarding appropriate use of school electronic devices. School computers /laptops/iPads must not be used for unlawful, offensive or otherwise improper activities including material that is pornographic, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening to stalk, bully, harass, defame or breach copyright.
- 7.4. School laptops and iPads are to be used exclusively by the staff member who has been issued the laptop or iPad.
- 7.5. Upon cessation of employment at The River School, laptops and iPads must be returned in good working order and all personal material removed.

8. RESPONSIBILITIES

8.1. School Responsibilities — The River School acknowledges its responsibility to:

- Develop and implement this policy to ensure the safe and appropriate use of electronic devices by students, parents and employees and ensure the full utilisation of ICT services as essential teaching, learning and business tools with acceptable use parameters
- Communicate this policy to students, parents and employees,
- Keep appropriate records, monitor and report on any issues related to inappropriate electronic device use by students,
- Encourage students, parents and employees to contribute to a healthy school culture.
- Keep a register of staff issued laptops in the school office.

8.2. Employee Responsibilities — School employees have a responsibility to:

- Uphold the school's policy on acceptable use of electronic devices.

- Take reasonable steps to prevent and also respond appropriately to any instances of inappropriate use of electronic devices by students, parents, volunteers and visitors.
- Report any instances of inappropriate use of electronic device/s to the Principal.
- Provide procedures, guidance and model appropriate behavior for use of ICT services in the classroom.

8.3. Parent Responsibilities — River School parents have a responsibility to:

- Be aware that their child is bringing a mobile/smart phone or other electronic device onto the school premises.
- Agree to the conditions outlined in this policy and ensure their child is aware of and understands the conditions before bringing his/her electronic device/s to school.
- Contact The River School office in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create greater risk for students.

8.4. Student Responsibilities — River School students have a responsibility to:

- Uphold the school’s Policy on acceptable use of electronic devices by ensuring the appropriate use of ICT services via safe, lawful and ethical behavior.
- Not engage in conduct prohibited by this policy or that otherwise disrupts others or the normal routine or running of the school.
- Report any breaches of this policy to a teacher and /or the Principal.

9. IMPLEMENTATION

The River School will take the following steps to ensure full implementation and effective operation of this policy:

- **Awareness** — regularly raise awareness of the appropriate use of personal and school electronic devices, including the biennial review of this policy, and promotion of the policy by the school leadership team;
- **Access** — ensure this policy is available on the school’s website and in hardcopy through the office,
- **Training** — educate and train relevant students and staff as required,
- **Record keeping, monitoring, reporting** — keep appropriate records, monitor and report on any issues related to inappropriate personal electronic devices use,
- **Culture** — encourage students, parents and employees to contribute to a healthy school culture.