

Responsible Use of Mobile Technology Devices by students at ESC

Rationale

This policy aims to set out what the College considers to be **responsible** use of technology in our setting. It concerns mobile devices such as mobile phones, Ipods, I pads, laptops, tablet computers, personal organizers, etc. It aims to ensure that potential issues involving technology can be clearly identified and addressed, ensuring the benefits that technology provides (such as increased safety) can continue to be enjoyed by students.

It is the responsibility of students who bring a mobile device to school to abide by the guidelines outlined in this document. Students are also responsible for protecting their device or one leased from the College from vandalism or theft.

The College and its staff are not responsible for personal mobile devices owned by students that are brought to school.

Acceptable Uses

In all classrooms it is the teacher who decides how technology will be used in their class. It is the responsibility of the teacher to clearly articulate what responsible use of technology looks and sounds like in their class. It is the policy of the College however, that while in class students will not use mobile phones to access online social media or to make or receive telephone calls or text messages. This is a normal expectation in many workplaces and is deemed appropriate for our school setting.

Unacceptable Uses

- Unless permission is granted by a staff member, mobile devices must not be used in class to make/receive calls, send SMS messages, surf the internet, listen to music, take photos, access social media, video or audio record the teacher, or use any other application during school lessons and other educational activities, such as assemblies.
- Mobile devices must not disrupt classroom lessons with ring tones or beeping.
- Using technology to **bully and threaten** other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- It is forbidden for students to “gang up” on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures/video to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student or staff member without their consent. It is a **criminal offence** to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile devices are not to be used or taken into change rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.
- Students should never give their password on any site to other students. Any offence committed on a student’s account remains their responsibility.
- Students should protect their phone numbers and email addresses by only giving them to friends and keeping a note of who they have given them to. This can help protect the student’s contacts from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages or emails.

Consequences for inappropriate use

- Mobile device is confiscated by teacher and handed to relevant Associate Principal.
- Student sees Associate Principal at end of school day to collect.
- Associate Principal will ask parents to collect device if that device has been previously confiscated by any staff member.
- Serious incidents, as determined by the teacher, should be referred immediately to student services or school administration.

Date	Notes	Updated by
6 Feb 2014	Policy created	P Clarke
13 March 2015	Minor updates	P Clarke