



Information & Communication Technology Policy

This policy is derived in accordance with Department of Education, Training and Employment (DETE) policy

SCM-PR-003: Appropriate Use of Mobile Telephones and other Electronic Equipment by Students.

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

PURPOSE

Outlines the procedures for students to use and access information and communication technology resources at school.

Overview

This policy outlines the responsibilities for students using ICTs at Bundaberg State High School. It describes provisions, expected behaviours and consequences for inappropriate behaviours. It is based on a number of Departmental policy documents.

ICTs provide important skills and benefits to students and they are also important communication devices. The school is developing and maintaining a safe environment that encourages responsibility, respect and commitment. The use of ICTs by students needs to be managed within that context.

General Information

- Curriculum learning experiences may include opportunities for students to use recording devices provided by the school as part of their studies, e.g. digital cameras, video cameras or voice recording devices. Use of Departmental recording devices is only permitted when consent is provided by the class teacher
- Students must understand that they cannot 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 would expect to be afforded privacy). Students must not record private conversations, or violent, illegal or embarrassing matter capable of bringing the school into public disrepute (see legislation below)

Procedures For Use Of Technology

Students enrolled at Bundaberg State High School have a responsibility to:

- Display courtesy, consideration and respect for others whenever they are using a mobile phone or electronic device (including those with Bluetooth functionality)
- Use their mobile phone or other electronic devices in a manner or place that does not disrupt the normal school routines
- Turn their mobile phone and all electronic equipment off during class unless directed by their teacher that it is to be used as part of a curriculum activity
- Use mobile phones and all other electronic equipment only at the following times: before school, during recess/lunch breaks and after school, unless otherwise instructed
- Not use in-phone cameras anywhere a normal camera would be considered inappropriate, such as toilets and change rooms or to take images without the person's permission
- Not use the phone or electronic device to invade someone's privacy or to bully them by posting, downloading, uploading or distributing obscene, threatening or intimidating material via SMS text messages, email, posting to websites, etc. including the use of unauthorized voice recordings or recordings of private conversations
- Not use mobile phones or electronic devices during exams or in-class assessment unless it is a required component of the assessment task

Students involved in:

- inappropriately recording and/or
- disseminating inappropriate material (through SMS, display, internet uploading etc.), and/or
- knowing being the subject of an inappropriate recording and/or recording without the subject's knowledge, are in breach of the above policy, and may be subject to consequences (including suspension and recommendation for exclusion)

The following procedure is in place for any unauthorised electronic device use in learning areas:

1. Phone is confiscated by staff, taken to office where offence is logged on OneSchool
2. First offence the student receives phone back at end of day
3. Second offence student receives phone back on the Friday of that week
4. Third offence student's parent will be contacted by office staff and are required to collect device

5. Parent collects phone for any further confiscations.

Further consequences may apply including suspension or exclusion for inappropriate use of electronic devices. The Principal reserves the right to select responsible strategies in accordance with relevant Legislation and Polices.

NOTE

The school accepts absolutely no responsibility for the loss, theft or damage of student mobile phones or any other electronic devices which students bring to school.

Using the Internet

- Students and parents/carers are required to sign an Internet Access Agreement upon enrolment
- The Internet Access Agreement outlines appropriate behaviours and responsibilities for use of the Internet and activities while online. These include:
 - use of the electronic device for educational purposes only
 - not looking for anything that is illegal, dangerous or offensive
 - If accidentally come across something illegal, dangerous or offensive, student will clear any offensive pictures or information from their screen and immediately, quietly inform their teacher
 - Student will not reveal home address or phone numbers to any other person
 - Will not use the internet to annoy or offend others
- A range of consequences will be enforced by the school for breach of this agreement. These range from loss of access to suspension and police involvement, depending on the severity of the incident. These consequences are outlined in the Responsible Behaviour Plan

Legislation

Recording Private Conversations and the Invasion of Privacy Act 1971

- It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'
- 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 a referral to Queensland Police Service (QPS)
- It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others

Enhancing On-line Safety for Children Act 2015

There is a Children's e-safety Commissioner whose job is to administer a complaints system for cyber-bullying material targeted at an Australian child. The act can be enforced under Part 4 of the Regulatory Powers (Standard Provisions) Act 2014. This allows a civil penalty to be enforced by obtaining an order for a person to pay pecuniary penalty (money) for the contravention of the provision.

Criminal Code 1995

Staff and Students need to be aware of Section 474 of the Criminal Code 1995—'It is an offence to use telecommunications device to menace, harass or cause offence.'