



ACCEPTABLE USE OF DIGITAL DEVICES AT PICNIC POINT HIGH SCHOOL PROCEDURE

1. Purpose

- 1.1 The school recognises that digital devices have become a part of modern lifestyle and education, particularly for young people. However, the widespread ownership of digital devices among young people requires that school administrators, teachers, students and parents take steps to ensure that digital devices (especially mobile phones) are used responsibly at school. This Acceptable Use Procedure is designed to ensure that potential issues involving digital devices can be clearly identified and addressed, ensuring the benefits that digital devices provide can continue to be enjoyed by our students.
- 1.2 Picnic Point High School has established an Acceptable Use Procedure for digital devices that provides teachers, students and parents with guidelines and instructions for the appropriate use of digital devices including mobile phones during school hours.
- 1.3 Students, their parents or carers must read and understand the Acceptable Use Procedure so that students can be guided in the correct use of digital devices at school.
- 1.4 The Acceptable Use Procedure for digital devices also applies to students during school excursions, camps, extra-curricular and any other school related activities.
- 1.5 For the purpose of this procedure, digital devices can include but not be limited to smart watches, mobile phones, iPods, iPads or tablets, computer games, digital cameras, digital sound recorders, laptop computers or any hand held computer games.
- 1.6 Students will not be disadvantaged in their learning if they do not have a personal digital device in their classroom. Teachers will make suitable accommodations in these situations to enhance the learning of all students.

2. Rationale

- 2.1 Personal safety, security and educational purposes.

Picnic Point High School accepts that parents give their children digital devices including mobile phones for communication purposes. It is acknowledged that providing a child with a digital device gives parents reassurance that they can contact their child if they need to speak to them urgently outside of normal school hours (before 8:45am & after 3.06pm). During school hours, parents should call the school (9772-1700) in order to contact their children.

3. Inappropriate use of Digital Devices in Schools.

The following are all examples of inappropriate use of digital devices in the school setting.

- 3.1 Using the device in a way that disrupts or is likely to disrupt the learning environment or interfere with the conducting of the lesson including social media.
- 3.2 Bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer systems available on the digital device.
- 3.3 Recording of conversations and the taking of photos and videos, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.

- 3.4 Downloading, storing, transmitting or otherwise accessing offensive material (text, sound and or images) from the internet or from other digital devices. Offensive material includes but is not restricted to child abuse, pornographic, racial, violent or abusive material.
- 3.5 Filming of fights or other criminal behaviour involving students that occur at school, during school activities or on the way to or from school.
- 3.6 Using the digital device in such a way that threatens or is likely to threaten the safety or well-being of any person.
- 3.7 Using the digital device in a way that is in breach of any law.
- 3.8 Taking digital devices into examination rooms.
- 3.9 Using digital devices in change rooms and toilet areas.
- 3.10 Texting or phoning other students or friends at anytime during school hours. Students MAY text or phone emergency contacts ONLY during recess and lunch and ONLY when necessary. Emergency contacts are parents/carers and other immediate family members such as siblings or grandparents.

4. Responsibility

- 4.1 It is the responsibility of students who bring digital devices to school to abide by the guidelines outlined in this document and take responsibility for their actions when using digital devices.
- 4.2 Parents should be aware if their child takes a digital device to school.
- 4.3 Students must take full responsibility for the care of their digital device while at school.
- 4.4 The school and staff at the school are not responsible at any time for the care and / or protection of a student's digital device including mobile phones.

5. Means of Communication

- 5.1 Students are not to be contacted directly on their digital devices during school related activities. Parents should contact the front office of the school on 9772 1700.

The reception desk is manned between 8.00am and 3.30pm. Every attempt will be made to deliver legitimate messages to a student in a way that does not interrupt the learning process in the classroom.
- 5.2 Students are only permitted to make outgoing phone calls on their digital devices during out of classroom hours with the supervising teacher's permission.
- 5.3 The school will contact parents, should the need arise, through the school landline unless students are on an excursion and are off the school site.

6. What must be done with Digital Devices

- 6.1 Digital devices should always be on silent. Only if a teacher gives a clear and explicit instruction to use a digital device are students allowed to use their digital devices during class time.
- 6.2 All digital devices are for personal use only and should never be given to other students to use. The owner of the digital device must take responsibility for its safe keeping. Digital devices should never be left unattended or left in outside pockets of school bags.
- 6.3 All digital devices should have individual passwords and / or PIN numbers set in order to protect the student's

privacy should the device be lost or stolen.

- 6.4 Photographs, digital recordings and movies are only allowed to be recorded and saved with the expressed permission of the teacher in charge AND students involved in the lesson BEFORE the data is recorded.
- 6.5 Every digital device should be clearly marked or labelled with the student's name, in case of loss or theft of the device.

7. Theft or damage

- 7.1 The school and its staff accept no responsibility for replacing lost, stolen or damaged digital devices.
- 7.2 The school and its staff accept no responsibility for students who lose or have their digital devices stolen while travelling to and from school.

8. Consequences for the misuse of Digital Devices at school

- 8.1 For all serious breaches of rules the phone (or digital device) will be confiscated by the teacher. Examples of this include but is not limited to:
- Bullying, intimidating or otherwise harassing others through SMS or text messaging, social media or through photographic, video or other data transfer systems available on the digital device.
 - Recording of conversations and the taking of photos and videos, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.
 - Downloading, storing, transmitting or otherwise accessing offensive material (text, sound and or images) from the internet or from other digital devices. Offensive material includes but is not restricted to child abuse, pornographic, racial, violent or abusive material.
 - Filming of fights or other criminal behaviour involving students that occur at school, during school activities or on the way to or from school.
 - Using the digital device in such a way that threatens or is likely to threaten the safety or well-being of any person.
 - Using the digital device in a way that is in breach of any law.
 - Taking digital devices into examination rooms.
 - Using digital devices in change rooms and toilet areas.
- Appropriate action will then be taken by the teacher as directed by the school discipline procedure.
- 8.2 A record will be kept of the students from whom digital devices have been confiscated. Collection of the phone (or digital device) will be according to the following criteria:
- **First or second offence**
The digital device may be collected by the student from the reception desk only at the end of the day.
 - **More than two offences**
The matter will be referred to the Deputy Principal. The Deputy Principal or Principal will determine how the digital device is returned to the student. The parents will be contacted. In some cases, the parent will be required to collect the digital device from the school.

- 8.3 The N.S.W. Education Standards Authority (NESA) is the body that controls all secondary school external examinations. NESA examination rules have been applied to Picnic Point High School for these exams. A section is quoted below:

“Mobile phones and electronic devices, such as organisers, MP3 players and dictionaries, are not permitted in an examination room under any circumstances. Penalties for such actions may involve cancellation of that particular test result or of all your examination”.

In all other examinations and in class assessments digital devices must be placed on silent and placed in student bags.

- 8.4 Any criminal behaviour involving the use of digital devices will be referred immediately to the Deputy Principal. Parents will be informed and the matter referred to the Police if criminal behaviour is in evidence or suspected.
- 8.5 Persistent issues with the misuse of digital devices are clear breaches of the school rules and will be considered and dealt with as continued disobedience. This may result in suspension of phone privileges during school hours and/or suspension of the student from school.

Effective: January 2014

Updated: September 2019