

Heatherwood School no. 4871

Mobile Phones and Digital Technologies Policy

Rationale

Mobile phones and personal digital devices are important modern day communication tools, however they can easily be improperly used, lost or damaged, and in some cases even place students at risk. They must therefore be effectively managed. The use of mobile phones and personal digital devices in class can become disruptive to the learning environment of students.

Heatherwood acknowledges that the proper use of mobile phones and personal digital devices can be a valuable asset, support communication and also be an aid to increase student safety if settings are correctly configured. However, Heatherwood School also recognises that the presence in the learning environment of these technologies (some partly or wholly owned by the school and some privately owned by students, staff and other members of the school community), can also facilitate anti-social, inappropriate and even illegal behaviour and activities. Heatherwood School therefore aims to maximise the benefits of these technologies, while at the same time minimising the dangers and managing the risks.

The responsible use of digital devices as identified in this policy is supported by current educational programs that include, but are not limited to, the Protective Behaviours Program as well as the Cybersafety and Digital Technologies programs being implemented within the school.

This policy is to be read in conjunction with the Digital Technologies Policy supporting documentation.

Duty of Care

Heatherwood School will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the Internet and digital technology devices/ equipment to student learning to the effective operation of the school, whilst minimising and managing any risk.

Rules and Expectations

Heatherwood School takes seriously its responsibility in providing a robust policy, guidelines and education for students in relation to what is deemed acceptable and appropriate online behaviours.

Mobile phones and personal digital devices owned by students, staff, family members, or visitors to the school are brought to school **at the owner's risk**. The Department of Education and Training (DET) and Heatherwood School do not accept responsibility for lost, stolen or damaged student mobile phones and personal digital devices, do not hold insurance for personal property brought to school and will not pay for any loss or damage. If brought to school, mobile phones and personal digital

devices should not be used in any manner or place that is disruptive to the normal school routine or causes distress.

- Students must place any personal digital device in their locker between the school hours of 9am to 2.50pm every school day. A lock must be provided from home. In the event that a student does not have a lock they must hand the personal digital device to the office.
- Students that do not comply with the policy will be reminded of the school expectations by the classroom teacher. Parents or carers will be notified when there is a breach of this policy. Please refer to the “Minor and Major Breaches” Flowchart in the supporting documentation for the process of continued non-compliance. Consequence may include confiscation of the device by a member of the Principal class for the remainder of the day.
- Parents and carers that need to communicate with their child must do so through the school office during school hours. Any messages will be passed on to the classroom teacher by the office staff.

Photography and Social Media

- The school name, motto, crest, logo and/or uniform must not be used in any way which would result in a negative impact for the school and its community.
- Students must not post photos of either themselves and/or other students which clearly identify them as a member of the Heatherwood School community, nor post photos or videos taken during any school sanctioned activity. This includes campus events such as sports days, excursions and camps.
- Students, parents/carers and visitors to Heatherwood School must not take photographs or otherwise record members of the school community (other than themselves or their own child) whether intentionally or inadvertently and/or post to the Internet, publish or share without written permission of the person photographed or, in the case of a Heatherwood student, the parent, carer or legal guardian of that person.
- No member of the school community will establish or maintain a social networking site which uses the school name, crest, logo or any other name by which the school and its community may be known without the express permission of the Principal or his/her delegate. This includes class-based Social Media pages.
- Members of the school community also have a responsibility to ensure that all online communications are in keeping with the schools expectations in relation to appropriate and respectful interactions with teachers and non-teaching staff. Any form of online abuse will not be tolerated and if this occurs, legal advice will be sought to protect the school or person named.

Cyberbullying and Harassment

Students and members of the Heatherwood School community must be aware that;

- the forwarding of private emails, messages, pictures or videos and/ or;
- inappropriately communicating personal or private information belonging to another person and/ or;
- logging on and pretending to be someone else and/ or;
- sending sexually explicit images (‘sexting’) and/ or;
- intentionally excluding others from an online group and/ or;
- ‘liking’ or ‘sharing’ a bullying comment,

will all be considered as Cyberbullying. If this occurs either during school time or after school hours, these practices will constitute a breach of school policy and, as such, a student will be subject to

disciplinary action. Students must be aware that in certain circumstances where a crime has been committed, they may also be subject to a criminal investigation by Victoria Police over which the school will have no control.

Mobile phones and personal digital devices are not to be used to harass others in the form of taking photos, videos or sending communications relating to members of the school community. Any evidence that the phone has been used for bullying or harassment purposes will be seen to be infringing the school's Bullying and/ or Student Wellbeing Policies and therefore will be treated as a serious offence.

All reports of Cyberbullying and other technology misuses will be investigated fully and will result in a notification to Victoria Police where the school is legally obligated to do so. Sanctions may include, but are not limited to, the loss of computer and/or technology privileges, detention, suspension, or expulsion from Heatherwood School.

Resources, Acknowledgements and References

1. Susan McLean - (Cybersafety Solutions)
The Mobile Phone & Digital Technologies Policy Development team would like to acknowledge Susan's contribution to the creation and implementation of this policy
2. Generation Next - Kids in Cyberspace Conference (Melbourne 2017)
Conference content, resources and materials

Related policies

3. Mobile Phone & Digital Technologies Policy Supporting Documentation
Heatherwood School
4. Child Safety Policy
Heatherwood School policy
5. Heatherwood School Acceptable Use Agreement - Technology
Students and Parents/ Carers to sign
6. Code of Conduct for Staff
Heatherwood School policy
7. Student Engagement and Inclusion Policy
Heatherwood School policy
8. Bullying and harassment Policy
Heatherwood School policy
9. Onsite Supervision Policy
Heatherwood School policy
10. Excursion Policy
Heatherwood School policy
11. Camps Policy
Heatherwood School policy
12. Yard Duty Policy
Heatherwood School policy
13. Duty of Care Policy and procedures
Heatherwood School policy
14. Mandatory reporting Policy and procedures
Heatherwood School policy
15. DET Schools Policy and Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

