Gordonvale State High School

Rationale

Gordonvale State High School acknowledges that:
- electronic devices and the development of student's technological skills are important in developing 21st century learners in a digital world.
- the inappropriate use of electronic devices at school is disruptive to teaching and learning and the good order and management of the school.
- electronic devices are also effective communication tools for parents/carers and provide peace of mind about the safety and security of their child, especially when normal routines of arriving to and leaving school may be varied.
- face-to-face interaction is an important part of a student's social skill development.
- excessive screen time can be detrimental to individual's health.

Approved Electronic Devices

For the purposes of this policy, school approved electronic devices are:
- desktop computers, laptops, tablets and cameras provided by the school.
- personal electronic devices that meet the Bring Your Own Device (BYOD) minimum requirements.

School approved electronic devices may be appropriately used in the classroom when it is a planned part of a teaching and learning activity and as instructed and supervised by the teacher.

School approved electronic devices may be used in the Resource Centre at lunch times for learning purposes.

For the purpose of this policy, electronic devices not approved by the school are:
- Mobile phone
- Smart watch
- Camera
- IPod
- Bluetooth devices
- Laptop/IPad/Tablet that does not BYOD requirement

Devices that are not approved by the school are to be turned off and placed out of sight before arriving at class between the hours of 8:45am (commencement of house group) and 2:50pm (last bell of the day) and during all school events.

Mobile Phone FREE Zone

Devices that accept messaging and connect to social media are **not permitted**

Music

Listening to music at school is prohibited.
An exception may be granted if the use of music is part of a teaching and learning activity.
In these instances, students may only listen to music with earphones.

Back-up of Student Work

Students are required to back-up their work using the school network, USB or other means on a regular basis.

Security of Devices

Students are urged to ensure the security of their personal electronic devices at school. Personal electronic devices are used at the owner's risk. The school does not accept liability for the loss, theft, or damage to personal electronic devices brought to school.

Students can voluntarily hand in their personal electronic device at B13 or Wellbeing Hub for safekeeping. Devices must be handed in before 8:40am (first bell of the day) and collected after 2:50pm (last bell of the day).

Use of Computer Laboratories/School Laptops

- Students must be accompanied by a teacher at all times.
- Students must not move equipment.
- Prior to using a computer laboratory, teachers must have:
  - Read the school's Electronic Devices Policy.
  - Read the school's ICT Acceptable Use Agreement.
  - Recorded their booking on the school's booking system.
- Prior to using a computer laboratory, students must have:
  - Read the school's Electronic Devices Policy.
  - Read and signed the school's ICT Acceptable Use Agreement.
- Each lesson the teacher commences by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor/screen and tower and immediately reports faulty or damaged equipment to the Computer Technician through the Service Centre Online. https://qlddet.service-now.com/sco/?id=sc_cat_item&sys_id=eb03f09e4f3e8344238c1d801310c7a3
- Each lesson the student commences by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor/screen and tower and immediately reports faulty or damaged equipment to the teacher.
  - Logging onto the device using their own username and password.
- Each lesson the teacher concludes by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor/screen and tower and immediately reports faulty or damaged equipment to the Computer Technician through the Service Centre Online. https://qlddet.service-now.com/sco/?id=sc_cat_item&sys_id=eb03f09e4f3e8344238c1d801310c7a3
  - Ensuring room is locked and secured and all equipment is returned to the correct location.
  - Pushing chairs in and leaving the room in a tidy condition.
- Each lesson the student concludes by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor/screen and tower and immediately reports faulty or damaged equipment to the teacher.
  - Turning of the computer/laptop at the end of the day.
  - Storing keyboard and mouse at the base of the screen.
  - Pushing chair in.
  - Tidying area around desk.

AB Tutor

All school owned electronic devices must be connected to the school network and are required to have AB Tutor installed and running whilst the device is in operation.

AB Tutor is a classroom management software tool that allows school staff to effectively manage networked classrooms and computer laboratories through real-time remote screen watch and control.

Images and Recordings

Students are not permitted to take or transmit images, videos or audio recordings at school using an electronic device.

An exception may be granted if a teacher has approved the use of a school provided electronic device to take images, videos or audio recording as part of a teaching and learning activity. In these instances, the teacher will provide the students with an 'Image and Recording Pass' for the lesson.
These images, videos or audio recording may only be used for the approved curriculum activity.

All images and recordings must be deleted from electronic devices at the conclusion of the curriculum activity.

Contact

If parents/carers need to convey a simple message to their child, a text message/voicemail can be sent.

Students are permitted to turn on their personal electronic device and check for messages before 8:35am and after 2:50pm.

For the purposes of this policy, a simple message includes but is not limited to:
- Catch the bus home.
- Your brother/sister has gone home sick.

If parents/carers need to convey an urgent message to their child, they need to contact the school office.

Consequences

Where a school approved electronic device is found to have been used inappropriately, the following consequences may apply:

Minor offences
- Teacher verbally redirects the student.
- Teacher redirects the students through AB Tutor.
- Teacher instructs the student to log off the electronic device.
- Teacher records the offence in One School.
- Teacher issues an appropriate consequence in accordance with the school's Student Code of Conduct.
  - Phone call home.
  - Detention.

Repeated minor and major offences:
- Teacher verbally instructs the student to shut down the electronic device.
- Teacher remotely shuts down the electronic device.
- Teacher records the offence in One School and refers it to the appropriate member of the School Leadership Team.
- School Leadership Team issues an appropriate consequence in accordance with the school's Student Code of Conduct.

- Phone call home.
- Detention.
- Removal of student ICT privileges for a period of time.
- Extended withdrawal.
- Suspension from school.
- Exclusion from school.
- Compensation.

Where a personal electronic device not approved by the school is found to have been used, the following consequences may apply:

- Temporarily removal of student property (either by staff or student directed to take to the office).
- Registered into ID Attend and remains in office for the remainder of the day.
- Reporting staff member records the offence in One School and refers it Teacher Aide Behaviour.
- Student issued an appropriate consequence in accordance with the school's Student Code of Conduct:
  - 1st offence – 3 Day registration of electronic device. (If student is caught with a mobile phone during this time will lead to suspension)
  - 2nd offence – 5 Day registration of electronic device. (If student is caught with a mobile phone during this time will lead to suspension)
  - 3rd offence – Internal withdrawal (If student is caught with a mobile phone during this time will lead to suspension)
  - 4th offence – Suspension.
- Consequences reset at the start of the school term.
- Parent/carer contacted to inform them of the offence and consequence.

Failure to hand in an electronic device when asked will be treated as failure to follow instructions of staff and an Extended Withdrawal or Suspension will be issued as a consequence according to the school's Student Code of Conduct.

Mobile Phone FREE Zone

Devices that accept messaging and connect to social media are not permitted

If the school becomes aware that an electronic device has been used for cyber-bullying or to capture or distribute images of nudity, violence or malice, appropriate action will be taken in accordance with the school's Student Code of Conduct. Students will be required to remove any material deemed to be offensive from the device, website or social network in the presence of the Executive leadership Team. Failure to comply with such requests will result in serious disciplinary action in accordance with the school's Student Code of Conduct.

If it is believed that an electronic device has been used in a manner which contravenes legislation, the device may be confiscated by the Executive Leadership Team and handed to police for further investigation.

Consultation

The Gordonvale State High School Electronic Devices Policy was developed in consultation with the school community, including:
- Teaching and non-teaching staff
- Student Council
- P&C

Review

The Gordonvale State High School Electronic Devices Policy will undergo annual minor updates to reflect changing circumstances, data and staff.

A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

Endorsement

The Gordonvale State High School Electronic Device Policy has been informed by:
- Education (General Provisions) Act 2006
- Department of Education: Procedure – Temporary Removal of Student Property by School Staff
- Gordonvale State High School Student Code of Conduct