



## KAPUNDA *High School*

### PERSONAL TECHNOLOGY POLICY

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#### **A. RATIONALE**

The traditional mobile phone has evolved significantly in recent years, resulting in improvements that allow multiple forms of communication as well as entertainment and educational purposes.

Increasingly, mobile phones and other personal technology (including but not restricted to ipads/ipods/tablets/smart watches, smart phones and wearable technology) offer enhancements, web applications and wireless connectivity that can support the learning process. Items such as ipads and other tablets are strongly encouraged at school as part of the Bring Your Own Device (BYOD) Policy.

Given that over half of our students travel to school by bus, we know that for many of our families, personal technology provides them with peace of mind and a sense of security and safety.

However, used inappropriately, personal technology can disrupt the learning environment, can compromise the security and well-being of members of the school community, impair the integrity of tests and examinations and can interfere with the operation of the school.

This policy is underpinned by our school values and is in place to balance the privilege of students having personal technology with them at school with the responsibility of using it appropriately.

#### **B. RESPONSIBILITIES**

It is the responsibility of students who bring personal technology onto the school grounds to adhere to the expectations outlined in this document. Students who do not believe they can work within them are advised not to bring devices to school.

Personal technology is not covered by school insurance and the school does not accept responsibility for personal loss or damage although will investigate and work with students and their families if this occurs. Families are encouraged to check contents insurance and warranties to ensure that there is adequate protection for accidental damage or theft.

The school offers secure lockable options for personal technology. This includes lockers as well as valuables boxes and cupboards in practical learning areas. Students are strongly encouraged to make use of these options.

Students have the responsibility of informing friends, employers or family members that they are not available to respond to calls or messages during lesson time.

Families have responsibility for advising the school of any extreme circumstances where students need to be directly contactable during lesson time for short periods of time.

To ensure fairness for all, staff are responsible for applying the policy consistently.

### **C. ACCEPTABLE USE**

#### **During learning time:**

Personal technology can only be visible or used in any way following negotiation with the teacher.

On most occasions, BYOD devices will be strongly encouraged in the classroom. However, devices such as phones are likely to be used far more selectively (eg: take photograph of experiment, 'google' searches, etc) and therefore it is necessary that students follow the class norms and rules established by each teacher.

Learning time is defined as the periods between official break times. This includes home group period and study lessons as well as the timetabled lessons per day. Students who leave the classroom during a lesson are also not permitted to use personal technology.

#### **At break time:**

Before school, recess, lunch time and after school, personal technology can be used, provided it is not used inappropriately (see section below).

#### **Excursions:**

Excursions are an extension of learning time. As such, personal technology can only be used with teacher permission. In some situations personal technology may be banned from certain camps or excursions.

### **D. UNACCEPTABLE USE**

All personal technology must be on silent during learning time and other educational activities such as assemblies.

Personal technology is not to be used to take photographs, recordings or videos of people without their explicit permission.

Personal technology is not to be used to store or share explicit or inappropriate images. Personal technology is not to be used to record, store or transmit offensive material, including offensive ring tones or music.

Music played on personal technology should not be played at a volume that can be heard by others.

It is a criminal offence to use personal technology to menace, harass or threaten another person. As such, personal technology is not to be used to engage in personal attacks, harass

another person or post private information about another person using SMS messages, postings to social networking sites, taking/sending photos or objectionable images and phone calls.

## **E. PARENT CONTACT DURING THE DAY**

Parents are reminded that in cases of emergency, Kapunda High School remains the appropriate first point of contact and can ensure that your child is reached quickly and assisted in an appropriate way.

To protect the teaching and learning process, it is inappropriate for parents to directly call students or expect that they will respond to a message during learning time.

Any student needing to leave Kapunda High School because of illness or emergency must report to the school's Reception office and parents contacted through the office.

## **F. SANCTIONS**

If a student is misusing personal technology or using it without permission, it will be confiscated and kept at the school's Reception office until the end of the day. The incident will also be recorded on our behaviour database.

Frequent confiscations will result in additional consequences. In some cases, the privilege of bringing the personal technology to school could be withdrawn.

More serious breaches involving bullying, gross invasions of privacy, pornography, etc will generally result in more serious consequences, including suspension and in extreme circumstances, exclusion.

In any instance where it appears that a criminal offence has been committed, the principal is bound by law to contact the police.

Students who fail to follow a reasonable request (ie hand over their personal technology due to unacceptable use) will face suspension.

Students who believe that their personal technology has been confiscated without due reason are permitted to make an appeal to their Year Level Manager. However, for it to be considered they must have handed over the technology first.

## **STAFF USE:**

Staff will only use personal technology during learning time for work related purposes (eg taking photographs of student work, seeking assistance from other staff members, accessing DayMap, taking calls from suppliers and contractors, etc).