



## Policy: ICT and Electronic Devices

### Overview

Access to ICT Systems and use of Electronic devices at Glossop High School is a service provided by the school for educational purposes appropriate to this environment. The use of electronic is also governed by Department for Education policy [student use of mobile phones and personal devices policy](#), providing access to 21<sup>st</sup> century learning environments and learning processes supporting all young people to become successful learners.

The measures to ensure their safe use and the online safety of Glossop High School 's students, staff and community members outlined in this document are based on our school's core values.

#### **Determination**

#### **Safety**

#### **Respect**

#### **Learning**

Glossop High School has numerous online safety practices in place, which are embedded in this and the Department for Education's ICT Policies for all school staff and students. These are designed to ensure all students can use and have access to relevant online environments in a safe and controlled way. The Information and Communication Technology (ICT) security standard requires acceptable policies are in place for all users of Department for Education ICT facilities, including staff and students. Such policies "must be in the form of a written agreement, signed by staff, students and/or their parents/guardians (as appropriate). The written agreement outlines the terms and conditions for the use of department ICT facilities, online behaviour, access privileges, and consequences of non-compliance".

### Purpose

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device (BYOD) arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

### Scope

To create and maintain an online culture which is in keeping with the values of our school, and fully recognises our legal and professional obligations.

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## Detail

All students will be issued with this policy at enrolment and once signed consent has been returned to the school, students will be able to bring a device to school, use the school's ICT systems and be allowed to use other electronic devices based on the relevant policy at their year level.

Glossop High School actively encourages and supports students in developing 21st century skills that encompass the use of a wide range of digital technologies for learning and study-related activities. By using the school's network, students agree that they will not use the system for inappropriate, objectionable or illegal activities.

This policy includes information about your obligations, responsibilities, and the nature of possible consequences associated with any breaches of this policy including online safety breaches, which undermine the safety and wellbeing of the school environment. Any breach of the conditions will be dealt with in line with the school's Behaviour Management Policy. This may include a 'natural consequence' of the removal of access rights.

Content posted or uploaded online creates a permanent digital footprint, staff and students must think carefully about their online conduct, to preserve and protect individual reputations and the reputation of Glossop High School. All students are explicitly taught about relevant Online Safety through the ICT Capability in all subjects and a dedicated unit as part of our Digital Technologies Subject (in Years 7-9).

While technology creates new tools for learning, sharing information and collaborating, the same laws, policies, expectations, and guidelines for interacting within and outside the Glossop High School community apply online.

Information for parents regarding laws and tips for staying safe online can be found at: [www.esafety.gov.au](http://www.esafety.gov.au)

## Internet connection for personal devices

If students are permitted to use their own mobile phone or device to undertake a learning activity, Student's will be asked to connect their device to the school's network. This is to ensure the student has access to a safe and secure online connection. The student will be guided through this connection process by the teacher/school staff member, a member of the ICT support team or through written/video instructions provided. In some instances, a teacher may approve use without connecting the device to the schools' network. In this instance the device will be used under the strict supervision of that teacher/school staff member.

## If the student does not comply

Breach of this could result in teachers/school staff enacting one or more of the following actions:

- Reminder/warning issued in the first instance.
- Teacher/school staff will direct student to put device away and use a school owned device in its place.
- After repeat reminders, device may be confiscated for either the rest of that lesson or until the end of the school day.
- In cases of regular/multiple breaches, Student may be banned from bringing personal device to school. A meeting with an Assistant Principal will be set up in this case to discuss this.

If device is confiscated for:

- *Remainder of the lesson* – teacher/school staff member will hold device within the classroom and will return the device to the student at the end of the lesson. Before returning the device the teacher/school staff member will have a discussion with the student around appropriate use for future lessons.
- *Rest of school day* – teacher/school staff member will collect device and take to student services. Student's device will be secured in a secure location. The student will be allowed to collect this device at the end of the school day. Before the next lesson, the teacher/school staff member who confiscated the device will have a discussion with the student around appropriate use for future lessons.

# Mobile Phones and Other Electronic Devices

Our school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

## Junior Secondary Students (Years 7-9)

Students in Year 7-9 are restricted from bringing mobile phones to school unless authorised for after school emergency use and communicated to the school by the parent/carer.

## Storage of personal devices

Authorised devices are encouraged to be handed in to the school at the beginning of the day and collected at the end of the day to ensure safekeeping. Devices which are handed in can be done so either at Student Services or the school library. Devices handed in at these locations will be stored in a secure locked location. Alternatively, phones may be kept, turned off and in the student's bag where students are responsible for securing their device and ensuring it is not damaged.

Research has shown that even having a phone in the classroom but put away, can be a form of a distraction to student learning and limit working memory (Ward et al, 2017). At this age of development, we believe that students should have limited access to mobile phone use and can develop their ICT capability through their laptop use. Students are required to use a calculator for Math lessons and may access music from their laptop if needed with teacher permission. Any inappropriate phone use will be managed in line with the school's Behaviour Management Policy and may be confiscated.

## Senior Secondary Students (10-12+)

Students in Years 10 to 12+ may have access to their phones in class, with teacher permission and for an educational purpose. This permission must be sought by the student in each instance (i.e., for the teacher/school staff member each lesson). We continue to encourage that they use their phones to a minimum and make good choices, developing their ability to self-regulate and learn to use their phones in a productive manner for example: using the camera function to support and record learning (Salhberg, 2018). Any inappropriate phone use will be dealt with in line with the school's Behaviour Management Policy, and may be confiscated.

## Illegal use of electronic devices

In line with Department for Education guidelines, any illegal use or suspected illegal use of a personal device while at school or during any school endorsed activity may result in the police being contacted and device may be seized.

## Gaming

Students are not permitted to use their devices for entertainment or gaming purposes during the school day unless directed by the teacher for educational purposes. Devices or any storage media (such as USB's and External Hard Drives) storing any images, files, programs, applications (including games) or data inappropriate in a school setting is not authorised on school premises or school activities.

## Bring Your Own Device (BYOD)

Glossop High School is a 1 to 1 device school and as such all students are required to bring a personal Digital Technology device such as laptop or tablet to school. The purpose of bringing a device (BYOD arrangement) is to better support and enhance student learning through the access and use of 21<sup>st</sup> century leaning resources.

Devices are brought to the school at the risk of the owner. The school assumes no financial liability for this equipment. Insurance is the owner's responsibility. Parent/Carers buying devices from the School Portal have an option to purchase additional insurance at time of purchase. Devices requiring secure storage can be placed in designated locked storage/charging cabinets located within most buildings in the school. Students are responsible for securing their own equipment and ensuring that it is not damaged. Should an item proved to be stolen, it will be reported to the Principal, or Principal's delegate, who will determine the appropriate extent to which an investigation will occur.

Devices can be purchased via the school's online [BYOD Portal](#) from another external company or students can borrow a "school owned device". For families who are financially unable to provide a device for their child to use, *please* contact the school to discuss borrowing a school device.

## School Owned Device

Students opting to borrow a "school owned device" will be issued a device (with a bag and charging cord) upon completion of and return of a *commitment to pay agreement* covering for any damage or loss to the device whilst borrowed out to the student. The student may then use this device for the duration of the school year in which the commitment to pay is signed for. All School Owned Devices must be returned by the end of each school year. This is to enable the device to be checked, updated and any other work as required to be undertaken. Any costs involved with unreturned devices or damage will be the responsibility of the parent/carer as signed under the commitment to pay agreement.

## Software

The school is able to supply most software that the student requires for the device. Software included includes –

- Microsoft Office
- Google Suite
- Adobe Creative Cloud (for students in Years 7 and 8 there is no charge, for students in Year 9-12+ this will be subject to a small annual charge as outline in the Curriculum Handbook)
- Auto Desk CAD Software,
- Sketch Up
- Minecraft Education Edition and various applications required if the student is undertaking Digital Technologies

Access to these programs will only be possible whilst the student is actively enrolled at the school. Support in installing these programs can be obtained from the school's ICT Support Team via logging a job on the school's ICT Help Desk or through following the provided written/video support instructions provided.

# Roles and responsibilities

## Principal

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the policy
- secure storage is provided for student personal devices that are handed in to school staff
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

## Staff

Educators will allow students to use BYOD devices in their class for learning activities where it is appropriate and needed. Each teacher will outline specific guidelines for their use within their classroom to deliver learning opportunities and maintain a safe and productive learning environment

Take steps to minimise distractions from the non-educational use of personal devices in the learning environment: Any inappropriate use of a mobile phone, including but not limited to; gaming, calls, texts, social media or music, we will respond to instances of non-compliance in line with the school's Behaviour Management Policy.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Educators will explicitly teach positive behaviour and expectations as per the school's Behaviour Support Policy

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

The Learning Technologies (ICT) leader with support of the leadership team will monitor, evaluate and review the policy

Staff comply with related department policies and guidelines; Standard – ICT Security; Standard – Electronic Mail Access and Use Guideline; Practical Guide for the use of email and the Internet; Standard – School and Preschool Websites

# Students

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.

If permitted to use a mobile phone or personal device in line with this policy, do so in a safe, responsible and respectful way and support peers to do the same.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

***Therefore: as a safe and responsible user of ICT, I will help keep myself and other people safe by following these procedures when accessing ICT systems at Glossop High School.***

I can use Glossop High School ICT equipment and systems when my parent/carer and I have read, signed and returned my ICT Acceptable Use Agreement Form to Student Services

I understand that all aspects of the user agreement apply to all electronic and digital technology devices I use during my enrolment at Glossop High School.

I will logon to the **school's ICT systems and network with only my own username and password**. I will not knowingly share or allow anyone else to use my username and password.

While at school or while participating in a school-related activity, I will be respectful of others and not use the school's ICT and ICT systems to upset, offend, harass, threaten or in any way harm others. I also acknowledge that this will apply even if my actions are unintended.

I understand that my online activity creates a permanent digital footprint. I will be a safe, responsible and ethical contributor when online.

I will be respectful, genuine and credible.

I acknowledge that online content spreads far and wide – and I will post appropriately.

I am aware of liability. I am legally responsible for my own posts. I understand that they can be almost impossible to erase.

If I make a mistake in an online space, I will correct it.

I will not use the Glossop High School logo/brand in any online space.

When referring to Glossop High School online, I will represent Glossop High School positively.

I understand that the information in this policy applies to any electronic devices, including my personal devices such as my mobile phone, laptop or tablet.

I accept responsibility if I cause loss of, or damage to, any school owned electronic device.

I will only use electronic devices and access the school ICT systems in the classroom as directed by my teacher for educational purposes.

While using ICT and/or ICT systems at school, I will be respectful and not:

Access, or attempt to access inappropriate, illegal or objectionable material.

Download, upload, save or distribute such material by copying, storing, printing or showing it to others.

Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

If I accidentally access inappropriate, illegal or objectionable material, I will:

- Not show others
- Close the application
- Report the incident to a teacher/school staff member immediately.

I understand that the school must comply with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

I understand that these roles and responsibilities apply to any privately-owned ICT device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

Protecting the privacy of others by **never posting or forwarding their personal details or images without their consent. Only taking and sharing photographs, sound, or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved** lesson. Personal information includes name, address, email address, phone numbers, and photos.

I will respect all ICT systems in use at the school and treat all ICT equipment/digital technology and electronic devices with care. This includes:

Not intentionally disrupting the smooth running of any school ICT systems.

Not deliberately damaging ICT equipment.

Not attempting to hack or gain unauthorised access to any system.

Following all school online safety procedures, and not joining in if other students choose to be irresponsible with ICT.

Reporting any breach of rules, breakages/damage to a teacher/school staff member.

I understand that Glossop High School may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and monitoring software to restrict access to certain sites and data, including social networking sites.

I understand that the school may audit its computer network, internet access facilities, computers and other Glossop High School ICT equipment/devices or commission an independent audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

I understand that if I do not follow these online safety procedures, I may have my network access disabled. In serious cases, the school may take disciplinary action against me. Further action will be taken at the discretion of the Principal, or Principal's delegate.

I also understand that my family may be charged for repair costs or any damaged school equipment. If illegal material or activities are involved, it may be necessary for the school to inform the police and other relevant authorities.

If I have any queries about this agreement, I understand that I can discuss them with my Home Group Teacher, the Learning Technologies (ICT) Leader, the Wellbeing Leader or the Principal.

Students must ensure their device, carry bag, mouse and other accessories are clearly labelled with their name.

Voice, video, and image capture applications may only be used with teacher permission and relevant to the learning environment whilst being respectful of the rights of others.

Students, who fail to comply with the policy guidelines and procedures for BYOD devices within this policy, will have their access and connectivity privileges suspended until the student and family guarantee compliance.

**Students using their BYOD device at school must have it connected to the Schools computer network and internet (GHS\_Secure) and not to a personal "hotspot" or other internet connection (e.g. 4G/5G Dongle, wireless ad-hoc or peer-to-peer network). This is to ensure the student's connection is secure and access to the internet is filtered for cyber security and safety.**

Students should ensure that their **files are backed up in more than 1 location** (for example saved on the devices hard drive and a cloud-based location such as the student's One Drive). Flash based storage (USB Flash Drives and Solid-State Drives) although very fast are not a reliable long-term backup option. It is strongly recommended that regular backups are performed.

Devices **must only be operated on the device's battery. Students are not to plug in their devices for charging into school power points.** It is recommended that students have a backup battery if their device cannot remain charged for the day otherwise students can charge their devices in the designated locked storage/charging cabinets located at both campuses.

Year 7-9 students are restricted from bringing mobile phones to school unless authorised for after school emergency use and communicated to the school by the parent/carer.

Year 10-12 students may use their phones for learning purposes with permission from their teacher

Private phone calls should only occur in break times. If students feel they need to urgently contact home, they can negotiate with their teacher to leave the classroom to call from Student Services or their personal phone.

Glossop High School is not responsible for the maintenance of personally owned equipment. However, the school ICT support team will provide general assistance and support to issues such as connecting the device to the school network and the download and install of selected software/applications.

Support can be requested by logging a job on the School's ICT Help Desk or emailing [ICT.Helpdesk525@schools.sa.edu.au](mailto:ICT.Helpdesk525@schools.sa.edu.au).

## Parents & Carers

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

Encouraging my child at all times, to follow the online safety procedures and instructions as outlined in this policy while enrolled at Glossop High School.

Understanding that I am financially responsible for damage, loss or theft of ICT equipment/digital technology devices caused by my child.

Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

If the matter is urgent, parents can leave a message with Student Services, which will be communicated as required. This includes receiving calls from family or making emergency calls.

Contacting the school if there is any aspect of this policy I would like to discuss.

## Communication and review

This policy has been developed with consultation of all stakeholders including students, staff, and parents of Glossop High School. This policy will be regularly reviewed and updated as required. Any changes made will be done so through consultation of all affected parties and by the following of Glossop High School's Decision-making Model. Any approved changes will be communicated to students/parents and the wider school community via one of the school's communication avenues. This could include a formal letter home, an article within the school newsletter, via the school's social media channels or the school website. A full review of this policy will be held in 3 years' time. This policy can be accessed at any time on the school's website.

# Approvals

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Authors: Dylan Milton/Jenna English

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Authors: Dylan Milton

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## Related legislation

[www.dpc.sa.gov.au/responsibilities/ict-digital-cyber-security](http://www.dpc.sa.gov.au/responsibilities/ict-digital-cyber-security)

## Supporting information

- E Safety Commissioner, Website - [www.esafety.gov.au](http://www.esafety.gov.au)
- [social media for schools and preschools policy](#)
- Glossop High School, Bring Your Own Device Portal - <https://glossophs.technologyportal.com.au/>
- [Cyberbullying](#)
- [Crime involving electronic evidence \(e-crime\)](#)
- [Bullying Prevention Strategy](#)
- [Glossop High School's Behaviour Support Policy](#)
- Salhberg, P. (2018). *Schools are banning smartphones- here's an argument for why they shouldn't*. Retrieved from <https://pasisahlberg.com/schools-are-banning-smartphones-heres-an-argument-for-why-they-shouldnt/>, online access 26/7/2020
- Ward, A., Duke, K., Gneezy, A., & W. Bos, M. (2017). Brain Drain: The Mere Presence of One's Own Smartphone Reduces Available Cognitive Capacity, *Journal of the Association for Consumer Research* 2, no. 2 (April 2017): 140-154. <https://doi.org/10.1086/691462>



# APPENDIX A

## ICT [and Electronic Device] Acceptable Use Agreement

**To the student and parent/carer, please:**

1. **Read this page carefully** to check that you understand your responsibilities in this policy/agreement
2. **Sign the appropriate section on this form and then detach and return the page to the school via your child's Home Group Teacher or Student Services**
4. **Keep the policy for future reference.**

**We understand that Glossop High School will:**

- Maintain a safe online environment, by maintaining an effective online safety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or school-related activities, and following the procedures and requirements detailed in Use Agreements.
- Keep a copy of this signed Acceptable Use Agreement form on file
- Respond appropriately to any breaches of the policy
- Provide members of the school community with information about safe behaviours in an online environment, designed to complement and support the policy initiative
- Welcome enquiries from students or parents about online safety issues

## Student

**Student responsibilities include:**

- Reading this ICT and Electronic Device policy carefully
- Following the online safety procedures and instructions whenever I use an electronic device or access the school's ICT systems
- Agree to and will follow all aspects of the policy including procedures set out around the use of mobile phones and other electronic devices
- Following the online safety procedures whenever I use any electronic device on the school site or at any school-related activity, regardless of its location
- Avoiding any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- Taking proper care of school owned ICT and digital technology devices. I know that if I have been involved in the deliberate damage, loss or theft of ICT equipment/digital technology devices, my family may have to pay for the cost of repairs or replacement

# Glossop High School ICT AUA form

I have read and understood my responsibilities and agree to abide by this ICT and electronic Device Policy. I know that if I breach this policy, there may be serious consequences.

Name of student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/carer/legal guardian

**My responsibilities include:**

- Reading this ICT and Electronic Device policy carefully and discussing it with my child so we both have a clear understanding of our role in maintaining a safe online environment
- Ensuring the agreement is signed by my child and by me and returned to the school
- Encouraging my child at all times to follow the online safety procedures and instructions as outlined in this policy while enrolled at Glossop High School
- Understanding that I am financially responsible for damage, loss or theft of ICT equipment/digital technology devices resulted from my child's actions
- Understand that BYOD insurance is covered by the parent/carer and accept responsibility for the insurance costs
- Contacting the school if there is any aspect of this policy I would like to discuss

I have read this ICT and Electronic Device Policy and I am aware of the school's initiatives to maintain a safe online learning environment and accept and understand my child's responsibilities.

Name of Parent/Carer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** This Policy and Acceptable Use Agreement for your child will remain in force as long as they are enrolled at Glossop High School. If it becomes necessary to add/amend any information or procedure, parents will be advised in writing and required to re-sign the acceptable use agreement for the new policy.