

## INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Our College values of 'being the best you can be', 'respect for self' and 'respect for others' provide a strong foundation for this policy.

Bairnsdale Secondary College recognises that students have access to a range of mobile devices that may be used in classrooms and around the College.

This document applies to all students, staff and visitors of the Bairnsdale Secondary College.

## AIM

The College aims to provide clear policy advice on the use of mobile devices. This policy regulates the use of electronic storage, communication and entertainment devices by students at Bairnsdale Secondary College.

Schools that allow the use of mobile devices must clearly and regularly advise students and parents/guardians of their expectations and policy requirements, including use during school excursions, camps and extra-curricular activities.

Mobile devices can be used as learning tools and for safety. Many parents expect their children to carry a mobile/smart phone. The College supports the appropriate use of mobile devices as learning tools and expects that students will use them within our policy and guidelines.

## POLICY

Students are permitted to bring mobile devices to school. The College is committed to ensuring that classrooms are safe and productive learning environments and that students feel safe in all areas of the College.

All mobile devices are brought to the College entirely at the students' risk. If a device is lost, damaged or stolen the College bears no responsibility for this.

It is a criminal offence to use any mobile device to menace, harass, threaten or offend another person in any way. The use of any digital technology for this purpose will be treated as a serious offence and will involve parents and, in every likelihood, the police.

If a mobile device is being used inappropriately, teachers will act in accordance with the whole school approach to behaviour management.

## IMPLEMENTATION

### Cyber Safety

All students need to be informed and have thorough knowledge about cyber safety:

- Passwords should be secure. They should not contain birthdates, house numbers, initials, or any other characteristics that can be guessed by another person.
- Passwords should be kept secret and should be changed immediately if there is suspicion that they have been compromised.
- Personal details including telephone numbers, addresses, email addresses, birthdates should not be shown on any internet site, especially chat or social networking pages.
- Any suspicious online activity should be reported immediately and evidence gathered by using the 'print screen' key and pasting the screenshot into another application (word processor, Paint etc.).
- Social networking 'friends' lists should contain only people students actually know.

### Laptop notebooks, notepads and personal electronic devices

Laptop notebooks, notepads and personal electronic devices include:

- tablets and iPads
- smartphones
- personal digital assistants (PDA)
- global positioning systems (GPS)
- any device capable of joining the College network

### Mobile Phones

Mobile phones may be brought to school only under the following conditions:

- Phones should be switched to silent mode and out of sight during class times.
- Phones may not be used during class times at all, unless the use is sanctioned by the class teacher to support learning.
- If a parent needs to contact a student during class times, they are advised to contact the Main Administration Office and ask for a message to be conveyed to the student. Alternatively parents could send a text message to the student's phone to be accessed outside class time.

**As a general rule, this means that students may not use phones in class.**

There may be occasions when a teacher allows the use of phone functions such as data storage, calculator, calendar, voice recorder, camera, or diary to support learning.

The use of these devices for educational purposes only is at the discretion of each teacher and allowable use in one class does not automatically condone use in any other class.

## Digital Media Players

Digital media players are devices that are capable of playing music and other media files.

Digital media players may be brought to the College on the following conditions:

- The use of digital media players to listen to music at a reasonable volume through headphones during class times *may* be allowed with the sanction of the class teacher.
- Headphones should be removed from both ears when the teacher is addressing the student or the class.
- The allowing of music and headphones in one class does not automatically condone use in any other class. In all cases, the teacher has the final say.

## Digital Cameras

Digital Cameras are devices capable of capturing still or moving digital images.

Personal digital cameras may be used in class times when their use is directly related to the classroom learning that is taking place and only if permitted by the teacher.

Photos and videos may not be taken unless there is prior approval from both the teacher and those whose images are being captured.

At no time are photos or digital images to be taken in banned spaces, for example changing rooms, toilets, gyms and swimming pools.

No digital images taken on school property may be placed online in any forum unless:

- It is part of classroom work, for example wikis or communication with an International School and,
- The student has the written permission of the people who are identified and,
- The images comply with privacy legislation.

**As a general rule, this means that cameras are not to be used at the College unless permitted by a teacher for the purposes of the work being done in class.**

Sharing or storing any images of the College, its staff or students in any online space or by any digital means without permission is a breach of privacy legislation and will be treated as a serious offence and will involve parents and, in every likelihood, the Police.

## Data Storage Devices

Data storages devices include:

- USB keys / flash drives,
- USB hard disk drives,
- mobile communication devices, or
- any other device capable of storing digital files.

It is acknowledged that students and staff often require a means of transporting large amounts of data between home and College and the most convenient means of carrying data is a flash drive (USB key).

**Students may** bring work-related data on flash drives (USB keys) to the College.

**Students may not** run executable files (programs) from flash drives on the College network.

## Games

College computers are provided to support and enhance learning in classrooms and may only be used for educational purposes. Educational games from approved sites may be accessed only with teacher approval and are relevant to the learning that is occurring in the classroom.

**As a general rule, this means that students may not play games on College computers.**

The use or creation of games for educational purposes is at the discretion of each teacher and allowable use in one class does not automatically condone use in any other class.

Students may not play games brought to the College on USB keys or other storage devices.

## College Network Security

All network users need to be aware that for the purposes of ensuring appropriate use and security of its network, the College reserves the right to:

- Control all data that is accessed or placed on its network.
- Retain control over all devices that connect to its network.

**Students may not attempt to tamper with the College network in any way.**

Any attempt to hack the College network in any way will have serious consequences and will involve Police.

**Please be aware that staff are able to remotely view the monitors of all College owned computers at all times. This can and does occur and when this happens, the name of the user and the location of the computer is displayed.**

Students may not use the College network for the storage of personal files, for example, music, pictures or movies.

It is each student's responsibility to keep backups of all important files on home computers or USB keys.

## Internet Use

Internet searches are monitored by the College. Inappropriate searches will be followed up and may result in, at a minimum, loss of network privileges.

## DEFINITIONS

- Mobile Device: a portable computing device such as a smartphone or tablet computer.
- Parent: a person who acts in the role of parent or guardian (formal or informal) to a BSC student.
- Staff: A person who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to or directly employed by the school or the Department of Education and Training.
- Student: A person who has a current enrolment with Bairnsdale Secondary College and attends in either a part time or full time capacity.
- Visitor: A person who enters the community of Bairnsdale Secondary College to meet with either staff or students or who has particular business within the College.

## RELATED DOCUMENTS / KEY REFERENCES

- BSC Bullying and Harassment Policy
- BSC Student Management Policy
- BSC Personal Property Policy
- BSC E-smart Policy
- DET 'Students Using Mobile Phones' School Policy Advisory Guide

Bairnsdale Secondary College Policy Name: Mobile Device Policy Reviewer: Information Technology Committee	Review Schedule: Annually Date of last review: 22/2/18	Page 5 of 5
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