

SCHOOL POLICY ON THE USE OF PERSONAL TECHNOLOGY DEVICES AT SCHOOL

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices. It also reflects the importance the school places on ensuring students are skilled in areas that serve as a good preparation for their futures, particularly in the workplace.

Personal technology devices include mobile telephones, other electronic devices such as MP3/4 players, iPods® and electronic music players, electronic game devices and devices of a similar nature. This policy treats mobile phones and music players in the same manner.

The school discourages students from bringing personal technology devices to school due to their 'valuable' nature creating a risk of damage or theft. Where students need to bring a mobile telephone to school, they may be left at the school office on arrival, accessed during recesses and collected on departure from school.

Where students choose to bring personal technology devices to school and retain possession of them while at school, they also retain responsibility for their security.

Under no circumstances, are students to have personal technology devices VISIBLE or ACTIVATED (eg mobile phones for text messaging) at any time other than before school or during recess breaks

Personal technology devices must not cause a distraction to learning for the student, other students or the teacher during lessons. They should be kept out of sight in pockets or pencil cases (and this includes music player ear/headphones). Personal technology devices may be used with discretion during recess breaks.

Where personal technology devices are used outside these guidelines the following school actions will occur:

Level 1 - First occasion breach

Where teachers have a student with a personal technology device that breaches the above requirements, the teacher will instruct the student to give them the device, retain it for the duration of that lesson and then deliver it to the school office at the earliest reasonable opportunity. Office staff will then store the device and record it on a Register of Confiscated Devices. The student may then collect it from the school office at the end of the school day.

Level 2 - Second occasion breach

The same procedure applies when a student has their device confiscated by any teacher for a second occasion. On collection from the school office, the student will be reminded (preferably by a school administrator) of the school policy regarding personal technology devices.

It should be noted that students who fail to readily follow the teacher's instructions will become subject to the disobedience provisions of the *Responsible Behaviour Plan for Students*.

Level 3 - Third occasion breach

Where a student has a personal technology device delivered to the school office by a teacher for entry on the Register of Confiscated Devices for a third occasion, the school will retain the device for a week. If the student wishes to collect the device earlier, they will need to arrange for their parent/carer to make contact with a school administrator. This contact may include:

- the parent/carer visiting the school to collect the device and would include a reminder of the school *Use of Personal Technology Device Policy*;
- the parent/carer phoning the school and would include a reminder of the school *Use of Personal Technology Device Policy*, with the student able to collect the device at the next school day.

Further breaches

Where breaches of the school Use of Personal Technology Device Policy continue to occur beyond these levels, consequences for persistent disobedience as described in the *Responsible Behaviour Plan for Students* may occur (including suspension from school).

Other aspects of relevance to electronic devices

Confiscation

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Recording voice and images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Isis District State High School. Students using personal technology devices to record inappropriate behaviours or incidents (such as fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school (eg. distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere, unless express consent is provided by the teacher. In particular, no recording must occur that would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording

will be considered as having breached this policy and may be subject to consequences consistent with those described in the *Responsible Behaviour Plan for Students* (including suspension and exclusion).

Students should note that the recording or dissemination of images that are considered indecent (eg. nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Queensland Police Service.

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to the Queensland Police Service. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Recording Private Conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special Circumstances Arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.