

Procedure

Electronic Device Procedure

Summary

The Playford International College (PIC) Electronic Device Procedure relates to site process and is intended to be used with the staff members discretion .

Teachers use a range of strategies to promote and maintain an effective learning environment.

Publication date	Jan 2019
Code number	PIC-WEL-PRO-006
Related legislation	Government of South Australia: Education Act 1972 - https://www.legislation.sa.gov.au/LZ/C/A/EDUCATION%20ACT%201972.aspx
Related policies, procedures, guidelines, standards, frameworks	PIC-WEL-POL-002 Student Behaviour Management Policy SBM
Version	1.2
Replaces	Electronic Device Policy & User Agreement December 2016 v5
Policy officer	Deputy Principal
Applies to	PIC staff,
Status	Approval,
Approved by	Principal Rob Knight
Approval date	Jan 2019
Review date	June 2020

Table 2 - Revision record.

Date	Version	Revision description
2016	Electronic Device Policy & User Agreement December 2016 v5	Edit – update terminology and review date

1. Title.

Electronic Device Procedure

2. Purpose

PIC staff use a range of strategies to promote, maintain and provide an effective and efficient environment for high quality teaching and learning to occur.

PIC staff use discretion to ensure that students use Electronic Devices in a responsible manner at all times, and that the personal wellbeing of every student is safeguarded in the cyber environment.

Electronic Devices include but are not limited to; smart phones, desktop and laptop computers, iPads, tablets, music/video players, still and video cameras, voice recorders, handheld games.

3. Scope.

The electronic device procedure applies to all PIC staff and students.

This procedure is mandatory and Playford International College staff are required to adhere to the content.

4. Policy detail

The widespread use of mobile phones and other Electronic Devices is now common amongst students of all ages. Playford International College acknowledges that Electronic Devices can play a positive role in society and be used as an effective tool to enhance student learning. As a school, we actively encourage the responsible use of Electronic Devices by students through our Bring Your Own Device (BYOD) Program. The growing use of Electronic Devices requires that staff, students and parents understand and accept the responsibility of using these devices in a socially and educationally acceptable manner.

The Electronic Device Policy and Procedures are designed to ensure that potential issues with these devices can be clearly identified and addressed, ensuring that the benefits of mobile phones and other Electronic Devices provided can continue to be enjoyed by our students without interfering with or hindering personal wellbeing or the education process.

Whilst the responsible use of Electronic Devices has an important role to play in the 21st Century learning environment, the Cyber Safety risk to staff and students must be managed appropriately.

Area	Information
Definition of Cyber Safety:	Cyber Safety is a broad term referring to appropriate and responsible behaviour online — it covers online privacy and information protection and behaviour online, and knowing how to get help to deal with online issues. Cyber Bullying is when technology, such as email, mobile phones, chat rooms and social networking sites, are used to verbally or socially bully another person. Bullying is an ongoing abuse of power to threaten or harm another person.
Examples of cyber risk:	<ul style="list-style-type: none"> • Bullying or harassing another person through an Electronic Device • Sending or receiving a threatening message or image to another person • Inciting other people to take inappropriate action against another person or group • Taking and distributing unauthorised photographs or video footage that breaches Privacy Act laws • Accessing confidential, private or illegal material and distributing it to others
Mobile / Smart phones	<p>Electronic Devices used primarily for communication (mobile/smart phones) are not required for use by students at Playford International College. The school discourages personal communication through an Electronic Device during the school day.</p> <p>Any device brought to school pursuant to this policy must be used solely by the student.</p>
General Implementation:	
1. Ownership/Custodianship:	<p>Every student is required to have access to their own personal Electronic Device to assist with learning. This is known as the school's BYOD Program. Playford International College supports a non-specific BYOD program that encourages students to purchase a device best suited to their personal needs.</p> <p>Further information is available from the school's ICT Department.</p>
2. Possession and Access:	<p>No student is permitted to use an Electronic Device at school unless a current Electronic Device Policy Agreement has been signed and received by the school's ICT department.</p> <p>Students are permitted to bring an Electronic Device to school and carry this with them at all times.</p> <p>Students will not use an Electronic Device during lessons for personal use unless given permission to do so by a supervising teacher for legitimate reasons. Electronic Devices must only be used for educational purposes through lessons.</p> <p>Students may access their Electronic Device for private use outside of lesson time. Private use of an Electronic Device whilst at school must be kept to a minimum and not affect others either directly or indirectly.</p>

	<p>Students are permitted to access the school's ICT network only for educational purposes.</p> <p>Students are responsible for having their Electronic Device charged at home.</p>
<p>3. Damage or Loss:</p>	<p>The school accepts no responsibility for the safekeeping, protection or security of any personal Electronic Device that a student brings to school other than to provide the student with access to a personal locker to secure personal belongings. Parents and students are responsible for loss/damage/theft of the personal Electronic Device. If the Electronic Device is hired or rented from the school, parents and students will pay the full value of the Electronic Device.</p> <p>Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance for use outside the home is appropriate for the device.</p> <p>Students are responsible for maintaining multiple backups of their electronic data in different locations or on different media such as a USB, external hard drive, cloud or disc. The school does not accept any liability for the loss of personal electronic data stored on the school's network.</p> <p>In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student. In matters such as this, the school will formally contact the parents involved to try and seek an amicable and collaborative resolution to the matter. If this is not forthcoming, the school does not have the power to action legal or civil proceedings against a third party. This remains the responsibility of the families affected.</p>
<p>4. Security:</p>	<p>Students are not permitted to damage, disable settings for virus protection, spam and filtering that have been applied as a departmental standard on school computers.</p> <p>It is strictly forbidden for students to access unauthorised programs and intentionally download unauthorised software, graphics or music that is not directly associated with learning. Students must ensure that any online communication is related to learning.</p> <p>Passwords are to remain confidential, changed when prompted or when known by another user.</p> <p>Personal account or Electronic Device information is not to be shared with others. Students are not permitted to use each other's network accounts.</p> <p>Students are required to log off any network or electronic account when not in use.</p>

	<p>Students must report any security breaches or concerns including any inappropriate content or communication they may receive as soon possible to the ICT Department.</p> <p>Students must not use an Electronic Device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.</p> <p>Access to the school's network is tracked and monitored and school staff reserve the right to act on any security matter that contravenes this policy.</p>
<p>5. Privacy & Confidentiality:</p>	<p>Students must not use an Electronic Device to initiate or forward information containing:</p> <ul style="list-style-type: none"> ● A message that was sent to them in confidence ● Chain letters and hoax emails ● A virus or attachment that is capable of damaging recipients' computers ● Spam, e.g. unsolicited advertising material ● Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments material that threatens, bullies or harasses another person or makes excessive or unreasonable demands upon another person ● Sexually explicit or sexually suggestive material or correspondence ● False or defamatory information about a person or organisation. <p>Students will not:</p> <ul style="list-style-type: none"> ● Publish or disclose the email address of a staff member or student without that person's explicit permission. ● Reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others. ● Disclose or use any information in a way that is contrary to any individual's interests.
<p>6. Intellectual Property & Copyright:</p>	<p>Students will not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.</p> <p>Students will ensure that permission is gained before electronically publishing users' works or drawings.</p> <p>Students will always acknowledge the creator or author of any material published.</p>

5. Roles and responsibilities.

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
Staff:	<p>The use of an Electronic Device during the school day (including extracurricular activities) is at the discretion of PIC staff. The class teacher will manage the use of Electronic Devices in conjunction with their teaching programs and general classroom management strategies.</p> <p>Staff maintains the right at all times to stop, confiscate, suspend the use of an Electronic Device and/or report a student to leadership staff, parents and/or police if they suspect the student:</p> <ul style="list-style-type: none"> ● Has committed an eCrime or Cyber Safety Infringement ● Is at risk of either an eCrime or Cyber Safety Incident ● Has inappropriately accessed or used the Electronic Device in a school or classroom setting ● Has breached the school's Electronic Device Policy <p>Any confiscated Electronic Device, excluding a suspected serious policy breach or police involvement, will be returned to the student at the end of the school day.</p> <p>In the event that an Electronic Device is confiscated for longer than a school day, senior leadership staff will be informed and parents will be notified. Any confiscated Electronic Device will be kept securely by staff and/or transferred to leadership staff (serious policy breach) or Police (suspicion of an eCrime) for further action or investigation.</p> <p>If a policy breach is determined, the school may decide to revoke a student's Electronic Device Agreement either for a predetermined period or indefinitely if the breach is deemed serious.</p>

Students:	<p>Students are held responsible at all times for adhering to conditions of use outlined in the school's Electronic Device Procedure.</p> <p>Students must use their Electronic Device as directed by their teacher. This includes both in and out of class. Failure by a student to adhere to this Agreement will result in disciplinary action managed under the school's Student Code of Conduct. This may include, but is not limited to, the withdrawal of access to Electronic Device use at Playford International College and/or referral to Police if a criminal offence is suspected.</p> <p>Students must sign the Electronic Device Agreement before using an Electronic Device within the school</p>
Parents:	<p>Parents will consent to their child using an Electronic Device under the conditions outlined in this policy.</p> <p>Parents will responsibility monitor their child's appropriate use of an Electronic Device</p> <p>By signing the Electronic Device Agreement distributed via ICT office, parents agree to the terms of policy and give permission for the school to implement and manage the Electronic Device Procedure.</p>

6. Monitoring, evaluation and review.

Policy to be reviewed June 2020 via consultation through whole site PD and site executive team meetings, the site Deputy Principal is responsible for conducting policy review

7. Definitions and abbreviations

Term	Meaning
PIC	Playford International College

8. Supporting documents

The Department for Education Cyberbullying [Cyberbullying](#)

Appendix 2

Process for Internal Suspensions

