



ELECTRONIC DEVICES POLICY

(UPDATED TERM 4, 2016)

This policy reflects the importance Runcorn State High School places on students displaying Courtesy, Consideration, Common Sense and Cooperation whenever they are using personal technology devices.

Responsibility for Electronic Technology Devices

Students must carefully consider the risk of damage to or theft of personal technology devices like mobile phones, cameras, wireless speakers, iPods or MP3 players. Responsibility for the safety of personal technology devices rests solely with the student.

NO LIABILITY WILL BE ACCEPTED BY THE SCHOOL IN THE EVENT OF THE LOSS, THEFT OR DAMAGE OF ANY PERSONAL TECHNOLOGY DEVICE BROUGHT TO SCHOOL.

School Expectations on Use of Electronic Technology Devices

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them.

Expectations for Class Time (Classes, Assemblies, Sport, in-between classes)

- Personal electronic technology devices in the classroom are "NOT SEEN OR HEARD". Students are required to switch off electronic technology devices (or on silent) and place them in their bag.
- Teacher discretion applies in the use of Personal electronic technology devices in the classroom for learning purposes. Use in one class does not imply permission to use the device/s in other classes.
- Earphones are placed into students' bag and not dangling/hanging from ears or over the uniform.

Expectations for Lunch Breaks

- Personal electronic technology devices are used in a manner that does not offend, harass or disturb others and not illegal in nature.
- Students ARE NOT to be making phone calls. Students can contact parents (or others) via the Administration block.
- Speakers must be played at a low volume and at an acceptable level deemed by staff.

Expectations at All Times

Students must not use personal technology devices to record:

- images anywhere that recording 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).
- inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting).
- events in class is not permitted unless express consent is provided by the class teacher.

Confiscation

Permitted electronic technology devices used contrary to the school expectations and this policy on school premises **will be confiscated** by school staff. Students will be required to hand the offending personal technology device to the teacher (or staff member) immediately upon request due to contravention of the school's expectations. The teacher (or staff member) will present the confiscated personal technology device to the Administration building (at their earliest convenience) and sign the item into ID Attend. The personal technology device will be placed into a clearly marked and sealed envelope, and then placed in the secure lockup. The item will be made available for collection from the school office at the end of the school day, unless the item is required to be kept for purposes of disciplinary investigation, when it will only be returned in the

presence of a parent. Student refusal to comply with this request will result in appropriate action being taken in line with the school's Responsible Behaviour Plan.

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.

Students who persist in the inappropriate use of a personal technology device may not be permitted to have a personal technology device at school for a period of time as deemed appropriate by the Principal.

Recording voice and Images

Runcorn State High School upholds the value of trust and the right to privacy. 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.

A school student 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 bullying¹, including racial and sexual harassment, or where 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

are in breach of this policy and may be subject to disciplinary action (including suspension and proposal / recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as 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 (QPS).

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 QPS. 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.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

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

¹ Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.

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 assistive 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.

Inappropriate behaviour outside of school hours

Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

APPENDIX: ELECTRONIC DEVICE SAFETY

Electronic devices that are brought to school by students are targets for theft. To minimise theft and loss of electronic devices, the following steps are recommended by the school:

1. DO NOT BRING the electronic device to school unless absolutely necessary.
2. Hand your electronic device to the Administration at the start of the day and collect at the end of the day.
3. Ensure all valuables; including electronic devices (switched off) are kept on person and not left in student bags when unattended.
4. If playing a sporting/physical activity and the valuables cannot be kept on person, ensure they are stored securely in their bag AND the bag is stored visually as close as possible. Ask a friend to sit with the bags and monitor them. DO NOT leave valuables in bags that are not in sight.
5. For mobile phones, adhere to the following tips from the Australian Mobile Telecommunications Authority:
 - (a) **Use mobile's security features:**

Mobiles have security features to help protect them and prevent misuse. Set a Personal Identification Number (PIN), which must be entered before anyone can use it. Smartphones can contain confidential and personal data and you should use PIN code security for the handset and SIM card. Read the User Guide to find your mobile's security features.
 - (b) **Unique IMEI serial number:**

Every mobile has a unique 15-digit electronic serial number – the International Mobile Equipment Identity (IMEI) number (Check your IMEI by dialling *#06#). When you report your IMEI to your carrier and report your phone is lost or stolen, ALL carriers/networks will block access to the phone at no cost to consumers. Therefore the phone cannot be used by anybody else, even with a new SIM card.
 - (c) **Notify your carrier if your phone is lost or stolen:**

You must contact your **carrier** to request an IMEI block. Your **carrier** uses the IMEI to block your phone on all networks, making it inoperable in Australia. Importantly, this protects you from paying for calls made by a thief. If your handset is found, your carrier can unblock your mobile for you.
6. Electronic devices are not to be used for the purposes of bullying and harassment.

The following online resources are useful for further information:

eSafety	esafety.gov.au
Mobile Tips	www.mobiletips.org.au
AMTA	www.amta.org.au
Kids Helpline	www.kidshelpline.com.au
Think U Know	www.thinkuknow.org.au