



# E-TECHNOLOGY POLICY

Updated Term 2  
Review 2019

17

## Quorn Area School – E-TECHNOLOGY POLICY

[Review of policy in 2019]

At Quorn Area School we do our best to enhance learning through the safe and appropriate use of E-technology devices. This includes restricting access to personal electronic devices such as mobile phone, iPods and internet USB's at school, where the use of such devices by students is interfering with the teaching and learning within the classroom and are being used for inappropriate communication during recess and lunch breaks.

## POLICY & PROCEDURES

### PURPOSE:

At Quorn Area School we will do our best to enhance learning through the safe and appropriate use of E-technology devices. This includes restricting access to personal electronic devices such as mobile phone, iPods and internet USB's at school, where the use of such devices by students is interfering with the teaching and learning within the classroom and are being used for inappropriate communication during recess and lunch breaks.

Phones are not to be used in any class or study periods unless they are being used for specific class work or for the support of class activities with explicit permission given by the teacher. We acknowledge that there can be legitimate educational reasons for using personal electronic devices in class and we will continue to encourage the appropriate use at the discretion and direction of the teacher.

### EXPECTATIONS OF STUDENTS:

There are a range of protocols which need to be followed by students to ensure the appropriate use of mobile phones, iPods and internet USB's in a school environment. These include:

- R-6 students do not have permission to use E-technology devices at school.
- Unless otherwise directed by a teacher all E-technology devices must be out of sight and turned off during all lesson times (including home group time), assemblies and other school functions.
- All E-technology devices that belong to the student which are brought to school are done so at the owner's risk. The school will not take responsibility for, or locate stolen or damaged goods.
- Unless otherwise directed by a teacher all E-technology devices are to be locked away in a students' locker at the beginning of the day or stored at the office.
- Students are not to access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.
- Mobile phones or other e-technology devices with camera capabilities are not to be used at school (including to and from school) in taking digital images, still or moving, without prior permission from the school and the people in the images.
- Under privacy legislation it is an offence to take digital images, still or moving, of individuals without their expressed permission and place these images on the internet or in the public domain. The school, the individual in the image and their parents/caregivers (of students) must give permission prior to any such digital images are displayed on the internet or in a public forum.
- E-technology devices are not to be used for inappropriate purposes including cyber-bullying and harassment (see section below).
- If a student is caught using their E-technology at school (including recess and lunch time) or the phone rings in class then the teacher will confiscate the device. It will then be deposited in the front office and the student may collect it at the end of the day.
- Failure to adhere to any of the above conditions of use may result in a range of sanctions outlined in the schools Code of Conduct Policy. These may include loss of device and the contacting of parents or caregivers.

## CYBER BULLYING:

E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies-such as email, chat room discussion groups, instant messaging, Webpages or SMS (text messaging) - with the intention of harming another person.

Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

## WHAT THE CLASSROOM TEACHER NEEDS TO KNOW AND DO:

*Teaching and Learning programs are being interrupted through students' texting, students checking social media updates, and through the ringing of phones during lesson times. These interruptions have a significant impact on the teaching environment in all classrooms. The use of phones during lessons also reflects a student's inattention to study. Teachers have the responsibility to ensure a safe and productive classroom environment, free from the interference and distraction created by mobile phones and other electronic devices. Teachers have a responsibility to ensure that any use of personal E-technology in school is clearly linked to the documented curriculum and a risk assessment has been undertaken.*

## WHAT THE PARENTS/CAREGIVERS NEED TO KNOW AND DO:

1. Please do not phone or send text messages to your son/daughter during the times that they are in lessons. If urgent contact needs to be made then contact the Front Office and they will pass the information on.
2. If your son/daughter phones you because he/she is unwell, please direct him/her to report to the Front Office. You may then phone our receptionist to let them know that your son/daughter has phoned you and make enquiries about whether he/she needs to be picked up from school.
3. If your son/daughter phones you during the day because he/she is experiencing some other problem at school, please direct him/her to talk to his/her teacher or a member of the school leadership team. A follow up phone call from you to one of these people would also be very helpful, so that we can assist your child in resolving his/her difficulty.
4. Please do not give your son/daughter permission, via his/her mobile phone, to leave school. The school has duty of care and must be able to account for all students at all times. For your child's safety, please always communicate through the Front Office.
5. The school will not invest time to investigate any theft of any E-technology device.
6. We do not allow individual students to be exempt from the general rules about E-technology use at school. Parents who have concerns about this policy should contact the school and arrangements can be made to ensure that their child is contactable while at school.
7. This mobile phone policy has been developed to ensure that all students can safely focus on their learning in every class.