



USE OF PERSONAL DIGITAL DEVICES (2015)

Including mobile phones, cameras, iPods, laptops, tablets & slates

RATIONALE

The use of personal digital devices (PDDs) and points of access to e-mail and Internet services in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs. These digital devices and services are potentially valuable educational tools, but they must be used in a responsible manner.

Many teachers are allowing, and encouraging, students to use PDDs in class when ways to enhance educational outcomes are identified. This means that related guidelines, such as this, need to reflect what is already happening in our College.

GUIDELINES

- Technology is a key educational tool in Sydney Catholic schools (as recognised by the one-to-one device programme) and in the lives of our students
- Whilst recognising the technology-rich environment in which our students function, Individual classroom teachers have the right to monitor when and how students use PDDs in their classrooms to enhance educational outcomes
- Headphones should only be used in class with the teacher's permission
- Acceptable use is guided by the following principles:
 - Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices to access resources, communicate and interact with others
 - Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person
 - It is never acceptable to use digital devices to harass, bully or humiliate others
 - Material recorded/photographed must only be used for the agreed purpose and with the express permission of the student/teacher/presenter/owner
- Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to in advance. Where possible, this should only occur on College supported platforms such as Cloudshare and College wikis
- Taking still images and video at school should only occur with the permission of those involved, for educational purposes and whilst respecting the principles outlined above
- Students are fully responsible for the security of their devices whilst at school
- Students are responsible for ensuring that their own PDD does not adversely impact on the learning of others
- When a student is attending examinations during scheduled examination blocks, mobile phones must not be brought into the exam room. It is recommended that devices be handed in at the College Office for safe-keeping

Addressing Breaches of These Guidelines

- In most cases there can be appropriate consequences for inappropriate actions with PDDs without confiscation (see Levels 1 & 2 of the Behaviour Management Processes).
- Confiscation of devices (especially phones) should not be an action taken lightly. Confiscation overnight

may result in a student being placed in a position, especially before or after school, where communication with family members is prevented

- Confiscation of a PDD, after failure to heed warnings, might occur during a lesson (e.g student asked to place a PDD on the teacher's desk) as a valid student management strategy
- Devices may be confiscated or accessed where there is a reasonable belief by a Coordinator or member of the Executive that:
 - There has been a major breach of the College rules or policy
 - There may be a threat of harm to a student or others or system security
 - Child protection guidelines have been breached
- Devices can also be confiscated, in consultation with the Year Coordinator or Assistant Principal, for repeated offences. They should never be forcibly taken from a student and, in most such cases, will be returned at the end of the day
- A parent/carer should always be informed if confiscation of a PDD is required overnight as this would only occur in serious breaches of the Student Management Guidelines.
- Serious breaches (as per the CEO Sydney Student Acceptable Use Agreement) may result in actions including the withdrawal of access to services. Unacceptable material may be supplied to the NSW Police or other relevant agencies (e.g. Family & Community Services) at the discretion of the College or CEO Sydney personnel.
- The College reserves the right to capture, store and review all online activity and content created or accessed via school-provided services. Such material is the property of the College and the CEO.

Using PDDs for Educational Purposes

Teachers may, at their discretion, allow the use of a mobile phone as a learning tool. What follows is a list, provided by members of staff, of possible ways that PDDs can be used to enhance learning. It is in no way exhaustive:

- Recording (video &/or audio) a lesson or demonstration (with the teacher's permission)
- As an organisational tool
- Note taking / making tool
- Taking digital photos of what is written on the board, glass top tables & assignment layouts
- Voice recorder for (approved) interviews
- Research tool for locating and selecting resources
- Accessing ebooks from College library
- Accessing a variety of applications that enhance teaching and learning
- Accessing wikis, google.docs, quizzes etc provided by teacher
- Providing an alternative platform when having hardware issues (e.g Google.docs)
- Taking of digital images with iphone down a microscope or recording data observed in an experiment
- Recording information from an external measurement tool, such as a data-logger
- As an adjunct/temporary replacement to the College's designated Digital Device
- Mapping fieldwork routes and locations
- Supporting and tracking wellbeing / anxiety / diet / sleep
- Recording observations / statistics / levels as part of a primary research methodology

Sources:

- CEO Sydney Student Acceptable Use Agreement Form (2014)
- CEO Sydney Privacy Policy (2010)
- Staff Use of Social Media in Sydney Catholic Schools (2011)
- <http://www.useoftechnology.com/cell-phones-school/>



MOBILE PHONES AND PERSONAL AUDIO EQUIPMENT (2009?)

Students are allowed to bring mobile telephones and personal audio equipment to school, but it must be emphasised that the students are fully responsible for the security of their telephones and personal audio equipment while at school. For security reasons, students ought to keep mobile telephones and personal audio equipment on their person at all times; however, for increased security, the College recommends that they be left in the College Office when not in use. **Mobile telephones and personal audio equipment can only be turned on:**

- before school commences - they must be turned off as soon as the first bell rings at 8 .45 am
- during recess and lunch, and
- after the bell rings for the conclusion of the school day at 3.00pm

Mobile telephones and personal audio equipment are not to be turned on, or used, between classes or during study periods.

Due to concerns relating to the Privacy Act, the taking of video footage or still photos is prohibited at All Saints Catholic Senior College.

During any assessment event, all mobile phones must be handed in at the College Office. If a mobile phone rings, or is even turned on, at any time other than as specified above, or if it is used to transmit still or video images, it will be confiscated and will only be returned personally to a parent.

If personal audio equipment is turned on, at any time other than as specified above, it will be confiscated and will **only be returned to a parent after 24 hours**. This time period will be at the discretion of the Principal and Assistant Principal.