



Parafield Gardens High School

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Quality Learning Quality Futures

Electronic Devices Policy

This is a mandated school procedure that is to be read in conjunction with the DfE operational policy framework and the DfE ICT Acceptable Use Agreement included in the appendix to this policy.

Overview

The Parafield Gardens High School Electronic Devices Policy provides students, staff and families with clear guidelines and expected behaviour for ensuring authentic, appropriate use of electronic devices within the site and when responding to inappropriate use.

Scope

At PGHS, we recognise the positive impact that electronic devices can have on student learning and behaviour when at school. We also recognise the need to use these devices in a responsible and respectful way that supplements and enhances individual and/or group learning, without detracting from it. Students who adhere to this policy create a level of respect and trust with the staff members charged with enforcing it, which in turn leads to the development of positive relationships and behavioural/learning outcomes. This policy works in conjunction with the laptop user agreement.

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Detail

PGHS believes ICT is an integral part of preparing students as global citizens to succeed and flourish in our ever developing world. ICT expands students' learning opportunities, develops their collaboration and communication skills and enhances their horizons. Our students develop a safe and responsible digital profile and learn how to manage this enhancing their professional and personal opportunities.

Roles and responsibilities

Be sure to incorporate the monitoring, evaluation and review responsibilities within this section – ie monitoring evaluating and reviewing the policy is someone's role.

Students

Students are permitted to use their electronic devices in class, however, they must adhere to the following central guidelines:

1. Students are required to negotiate the use of any electronic devices with their subject teachers. Any use will ultimately be at the teachers' discretion.
2. In situations where students are required to have their device eg diabetes monitoring, an individual usage agreement must be agreed upon with the teachers and caregivers
3. Use of said devices must not adversely impact on the learning and attention of the individual or group. Failure to follow the negotiated standards and the teacher will be required to follow the procedure listed below.

Appropriate student use of electronic devices at Parafield Gardens High School means:

- At break times when students are not directly supervised in classrooms (i.e. before and after school, recess and lunch times) students may use electronic devices, however, their use must reflect the appropriate use policy
- Students will not engage in social networking during lesson time unless it is part of a specific learning activity in negotiation with their teacher
- Students will not use external web access (and bypass the school's filtering system) unless it is negotiated with the teacher and forms an integral part of the learning
- Students will be aware of their own digital profile and will respect the privacy and the safety of others around them
- Electronic devices will be used to enhance learning opportunities in a connected world
- Support the well-being of students and staff in a respectful manner by using the electronic devices and the internet for positive purposes only
- Students will only use supporting software and apps in classroom activities under teacher supervision
- Students will handle school loan equipment safely and carefully to avoid damage beyond fair wear and tear
- Students will report any attempt to bypass security, monitoring and filtering that the school has in place
- Students will keep personal devices on silent during class time.

Inappropriate student use of electronic devices at Parafield Gardens High School means:

- Taking images, recording voice or video of other students/staff without expressed permission.

- Texting/phoning other students' families or the broader community during class time
- Posting hurtful comments to target individuals or groups on social media
- Sharing inappropriate material (includes video, voice, text, images)
- Contact with inappropriate persons from the web/wider community
- Contact with unauthorised persons/sites
- Organising gatherings that result in intimidation, violence or direct bullying
- Downloading files such as music, videos, games, programs which will infringe copyright laws or bypass the school's security filters
- Accessing other logins/passwords that do not belong to you
- Any other acts that are deemed to be unacceptable forms of usage
- Undertaking illegal activity

Inappropriate usage of an electronic device will result in the application of the school's Student Behaviour Management Policy. In cases where students undertake actions deemed illegal (including cyber bullying and inappropriate uploading and sharing of materials), SAPOL may be contacted.

Parent/Caregiver Usage

Responsible parent/caregiver use of electronic devices at Parafield Gardens High School means:

- Avoid contacting your child or any other student via their electronic device during class time. All contact should be made via Student Services.
- Parents/caregivers will report grievances to student services who will report this to the relevant YLC for further investigation. Parents/caregivers are advised not to contact other students or parents/caregivers they have a grievance with.
- In situations where students are required to have their device eg diabetes monitoring, please communicate this with staff to ensure an individualised plan can be developed

Teachers and Staff

Responsible staff use of electronic devices at Parafield Gardens High School means:

- Avoid the use of personal devices in class or on yard duty unless in case of an emergency.
- Avoid using personal devices to contact parents/caregivers (unless no caller ID is activated)
- Staff will keep personal devices on silent during class time
- Staff are advised to follow protective practices guidelines.

Teachers must:

- Set clear, concise, consistent, realistic expectations for the use of electronic devices.
- Ensure that students are following guidelines in a respectful and responsible manner that does not impact on the learning of the individual or class.
- Follow the Misuse of electronic device procedure (below) in the event of inappropriate/unauthorized use of said devices.

Misuse of Electronic Device Procedure

1 st Incident	Teacher views inappropriate/unauthorized use electronic device and conducts a restorative conversation to reflect on negotiated agreements. These agreements may require the student to a) renegotiate appropriate use or b) put the device away.
2 nd Incident	Should the student continue to use the device in a manner not consistent with the agreements of that classroom or refused to put the device away, the teacher will remove the student momentarily when appropriate and discuss the impact their behaviour has had on the classroom environment and strategies to improve and re-enter. If a repeat incident, the teacher will go directly to the response as if in the 3 rd incident
3 rd Incident	The teacher has now given the student multiple opportunities to adhere to class agreements, can ask the student to turn off the device and hand it over. The student would then be expected to comply with this reasonable instruction. <ol style="list-style-type: none">1. If the student hands it over willingly they are eligible to receive it back at the end of the lesson. The teacher will engage the student in another restorative conversation about device use in their class, and only if the student is clearly receptive and an active participant in this, they will receive it back. Teachers are to put the device in a visible/safe area until the student receives it back. If not, see below.2. If the student refuses to follow this process the device will be placed with student services and returned at the end of the school day. Should the student refuse to hand it over altogether, the YLC or a senior leader will be called and involved at the earliest convenience and the student removed from class. Both scenarios will result in a restorative process taking place with the YLC/senior leader and appropriate logical sanction.

Definitions

electronic device – electronic devices as defined within this policy include any device with electronic messaging or digital communication functions. Examples of these devices include (and are not limited to) smart phones and smart watches, school issued *and* privately purchased laptops or portable gaming consoles.

procedure - a procedure is a series of mandatory step-by-step instructions that states how a policy or decision by executive directors must be implemented.

Related legislation

Education Act 1972

Education Regulations 2012

Disability Standards for Education 2005

Related policy documents

[DfE ICT Acceptable Use Agreement](#)

Record history

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