

Preamble

Central to John Paul College's mission is the importance of preparing students with the skills and values to engage successfully in the twenty first century world. This requires that students must navigate an increasingly sophisticated cyber world that will be central to their educational, professional and social lives. To do this the College is committed to providing them with the learning that includes values such as mutual respect and personal responsibility, alongside skills in critical thinking and Information and Communication Technology. As a Catholic School John Paul College recognises the characteristics of the community, for which our students are being prepared and strives to equip them to make a positive contribution to it.

The College acknowledges the increased use and ownership of electronic devices within the community and in particular by students. As such, it requires that teachers, students and parents take steps to ensure that electronic devices are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits that electronic devices provide (such as increased safety to/from the College) can continue to be enjoyed by our students. In doing so, it provides teachers, students and parents with guidelines and instructions for the appropriate use of electronic devices during school hours.

Responsibility

It is the responsibility of students who bring an electronic device onto College grounds to adhere to the guidelines outlined in this document. The student is responsible for the security of the electronic device and/or mobile phone at all times. The College does not take responsibility for loss or damage to personal property.

School Contact

Parents are reminded that in case of emergency, the College office remains a vital and appropriate point of contact. During school hours parents are still required to make contact with their child via the College Office. This will ensure your child is reached quickly and assisted in the appropriate way.

Use of Electronic Devices

- Electronic devices are not to be used during classroom lessons and other school activities unless directed by the teacher.
- In order to reduce the risk of theft during College hours, students who carry electronic devices are advised to keep them well concealed, not 'advertise' they have them and consider keeping them locked in their locker.
- The College accepts no responsibility for electronic devices that are lost, stolen or damaged whilst on college premises, travelling to or from the College or on College sponsored functions.

Electronic devices are not to be used as a source of music during class time or during period changeovers.

Mobile Phones and Smart devices

- Mobile phones and Smart Devices are not included in the BYOD program at any year level.
- Mobile phones should be stored securely in the student's personal locker during the course of the day, and not taken to any class.
- Mobile Phones may **only** be used:
 - Before school begins
 - Recess
 - Lunchtime
 - After school hours

- For specific learning activities at the explicit direction of the teacher in some VCE/VCAL classes.
- **Mobile Phones and Smart Devices are not to be used during the changeover between Periods 1 and 2, 3 and 4 or 5 and 6.**
- Headphones can only be used during class time for learning purposes if explicitly stated by the teacher.
- Headphones are not to be used during the changeover between periods.
- Headphones are not part of College uniform.
- Confiscated headphones will be handed in to Student Services for collection after 3:00pm. Failure to comply (see Breach of Policy.)

Photos and Video

- Electronic devices may be used in class to take photos and/or video **only** with the explicit permission of the subject teacher and provided it form part of the learning activity.
- Photos and videos taken should not include other students or staff without their permission and the permission of the subject teacher.
 - The College reserves the right to delete inappropriate items on any Electronic devices a student may be using.
 - Any case of infringement may be handed over to the police. Students taking unauthorised photos of other students and/or staff will be issued with a serious consequence. E.g., Suspension or Detention.
- Unauthorised photographic images are not to be uploaded to Social media websites.
- Infringement in respect to uploading will result with the student being requested to remain home until an interview is arranged with the Deputy Principal Wellbeing.

Breach of Policy

- Should any other electronic device be used in breach of the Electronic Device Policy, confiscation of the device will occur. The process for confiscation is as follows;

Confiscation Process

- Teacher to inform student of the breach in policy and request the electronic device.
 - If BYOD device, teacher will return device to student at end of class and document the incident.
 - If any other Electronic device Staff member to present device to Student Services personnel for 3:00pm same day student collection and Parent will be notified by text message that device has been confiscated.
- Any three confiscations will result in a Level 1 Detention. Subsequent confiscations will escalate to a more serious consequence.

Refusing Confiscation of Electronic Device

- Any student refusing to comply with a teacher's request for confiscation will be sent to Student Services and issued with a Level 1 Detention.
- A second refusal to the Deputy Principal Wellbeing to comply will result in a parental interview with the Deputy Principal Wellbeing and the student being requested to remain home until that time.

Online Behaviour Outside the College

The College reserves the right to take action against any student who engages in behaviour contrary to the Cyber safety User Agreement outside the College that may impact other John Paul College students and staff. This may include harassment or defamation of a member of the College Community (see 'Breaches in Cyber safety'). For serious offences, the College may be required to inform the Police.

eSmart and Cyber safety at John Paul College

At John Paul College, we believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught as a partnership between home and school. Parents are encouraged to read the document 'ICT Use At Home: Suggestions For Parents' which can be found in PAM and on the College Website. Safe and responsible behaviour is explicitly taught at our College and parents and students are required to sign the Cyber safety User Agreement at the beginning of each school year. The College

acknowledges the relationship between home and school in the establishment of appropriate online behaviour.

As such, the College will:

- Work to keep the College cyber safe. This includes restricting access to inappropriate, harmful or illegal material on the internet or College ICT equipment and devices
- Make use of filtering and monitoring software to restrict access to certain sites and data
- Provide supervision and direction in internet activities
- Have a school intranet which is accessed by school community members
- Provide education about ethical and cyber safe behaviours including information about digital rights and privacy to compliment and support the Policy
- Store information on cloud services as deemed appropriate
- Delete all student-generated material on networks when a student ceases to be enrolled at the College.
- Respond appropriately to any breaches of the Policy
- Review any material on user accounts, devices, servers and services in order to determine the appropriateness of specific uses. Log files record all actions taken while using John Paul College devices and systems, including but not limited to private communication on personal devices and can be accessed by the ICT office as deemed appropriate.

Students are expected to:

- Observe College expectations as stated in this Policy and all other College Policies and Procedures (See Student Planner and College website)
- Adhere to the eSmart and Cyber safety User Agreement
- Use equipment correctly to ensure that no damage occurs, including:
 - Introduction of viruses or malware,
 - Physically abusing hardware & altering software settings.

Students (and parents) will be liable for any expenses incurred by the school due to any damage caused

- Refrain from accessing inappropriate information and/or sites on the internet
- Allow priority use of the network to students who have school work to complete
- Obey any restrictions on Internet, email or game use that may be applied
- Not intentionally share or display offensive messages or pictures
- Protect their personal details on the Internet, including passwords
- Comply with copyright laws (e.g. plagiarism)
- Not publish any libellous, defamatory or inappropriate comments or images online
- Show respect for others' privacy and their intellectual property
- Report any misuse or damage of any devices, facilities or equipment to College staff.

Breaches in Cyber Safety

Should a student breach the Cyber safety User Agreement, the following sanctions may be applied:

- Confiscation of the electronic device for a period of time as determined by the College
- Restriction of ICT privileges including access to online environments
- Disciplinary action in the form of detention or suspension (for serious or repeated offences.)
- The College is responsible for determining whether a breach has occurred

Policy revised: November 2019

Next review date: 2022

Person responsible: Deputy Principal Wellbeing & Student Wellbeing Co-ordinator