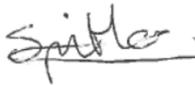




## **Personal Digital Device Policy**

<b>POLICY DATES: JOHN CALVIN SCHOOL PERSONAL DIGITAL DEVICE</b>			
<b>Formulated</b>	<b>MAY 2023</b>		
<b>Implemented</b>	<b>8<sup>th</sup> June 2023</b>	<b>Reviewed</b>	
<b>Next Review Due</b>	<b>JUNE 2025</b>		
<b>POLICY AUTHORISATION</b>			
<b>Principal</b>	<b>Daniel Coote</b>	<b>Signature</b>	
<b>Chair of Board</b>	<b>Stefan Pitlo</b>	<b>Signature</b>	

## **Rationale:**

Personal devices like mobile phones, smart phones, wearables, laptops and tablets have become a normal part of life in Australia. Whilst they do open up an incredible world of communication, interaction and entertainment, there are certain potential risks to students. The devices are relatively expensive; easy to steal, lose or damage; are potentially a significant distractor from school activities and pose safety issues related to content and lack of attention to surroundings.

Our focus at John Calvin School is clear: the transformation of students so that their capability, commitment and character may reflect Christ. Transformation involves shaping the desires of students toward God's Kingdom, in a way that pursues an integrated wholeness, wellbeing, harmony and purpose in every dimension of life. As such, it is important that throughout their years at school students are supported in their technology journey.

The school strongly encourages parents/carers to check their children's personal devices to ensure they are aware of the types of messages being sent and received and images and information accessed. Parents/carers should monitor their children's activities and guide them in their use of these devices.

John Calvin School aims to help students make wise decisions in the use of personal devices. Staff will model appropriate use and behaviour while using these devices and assist students to make wise decisions and right choices in their use.

## **Definition:**

In this policy:

- 'Personal digital device' refers to any device with computing capacity that is not a required learning tool specified in the school/parent handbook or supplied by the school.
- 'Smart watch device' refers to any watch/device that has capacity to do one or more of the following: Independently connect to the internet, record audio or video, take photos.

Personal digital devices and smart watch devices include, but are not limited to:

- Mobile phones
- Smart watches
- Earphones (except those allowed for learning activities)
- Tablet devices such as iPads
- MP3 players
- Sound recorders
- Digital cameras

## **School oversight of personal digital devices:**

The school maintains the right to exercise control over the use of personal digital devices brought onto the school property. This includes personal digital devices taken to school excursions, activities, events and camps. Notification will be given in regard to appropriate use.

The school does not accept any responsibility for any personal digital devices lost, stolen or damaged. Parents or students should ensure that personal digital devices are properly and adequately insured as personal property.

**Acceptable use:**

- Personal digital devices are usually a distraction in the classroom and at school and should, therefore, be left at home.
- There are circumstances where it may be appropriate for students to have access to a personal digital device, for example to contact parents in an emergency, to confirm travel arrangements, to check work shifts or after school activities.
  - However, this type of use should not be necessary within school hours, as students have access to parental communication through the school office.
- If a parent wishes their child to have access to a personal digital device before or after school, a note advising such should be provided to the school, and the device must be switched off and handed in to the office during school hours.
- Students can access their devices once released from class and having exited the school building after school.

Students are permitted to use personal digital devices as follows:

- At the express permission of a subject teacher under whose supervision the student is working and only in the classroom.
- At the express permission of a subject teacher under whose supervision the student is working and in the context of the subject if in the school environment outside of the classroom.
- In both instances where students are using devices with subject teacher permission, they must only be used for the specific purpose which the teacher has agreed to, as elaborated on below.
- Once they have been released from class and have exited the school building at the end of the day.

**Prohibited use:**

- Students are not to have in their possession or use a personal digital device that has not been explicitly approved by the teacher in charge at that time, for a specific learning activity.
  - Permission is to be granted on each occasion, and permission granted once does not assume permission will be granted on subsequent occasions.

- Students are not to take a personal digital device into a room where there are tests or exams being held. Appropriate consequences will be applied if there is a breach of this rule however minor it seems to the student or their parents.

#### **Unlawful Use:**

- It is unlawful to engage in using a personal digital device (audio or visual) in the school environment, whether on or off campus, particularly in relation to the filming/photographing of minors without consent.
- Media students must work within the constraints of the subject topic and as directed by their subject teacher and/or staff when engaged in school events, performances and assemblies.
- Where any complaint or any suspicion arises that a student has been engaged in an act which is illicit or unlawful, the school leadership reserves the right to confiscate and view the recording device used.
- Such incidents will be investigated fully, and appropriate action taken. Parents will be notified. Police will be notified if warranted.

#### **Consequences:**

A personal digital device found in the possession of a student who does not have stated permission for that item for that occasion will have the item confiscated:

- On the first occasion confiscated items will be held in the office until the end of the day.
- On the second occasion confiscated items will be held in the office until such time as a parent/guardian can collect the device.
- On third occasion, an Order to Surrender will be put in place whereby a student must hand in their personal digital device to the office on arrival to school and collect it at the end of the school day for a period to be determined by the Principal. Additional follow-up will be had to work towards compliance.

#### **Social Media:**

Students using social media are strongly urged to use it wisely and responsibly.

The adage 'what goes on the Net, stays on the Net' can have long-term and unpleasant consequences and what is posted can appear on sites for which the post was never intended.

Students should be aware that significant consequences are in place for students who post comments or images that reflect negatively (whether real or perceived) on the John Calvin School community.

Significant consequences will be applied where students are found to be engaged in any activity that breaches school protocol, infringes on the rights of the individual

person against their wishes, brings the school into disrepute or flaunts acceptable moral or ethical standards.

Matters arising from posts on social media sites which are in conflict with the school ethos and/or which negatively affect members of the school community will be dealt with by the Principal and/or Assistant Principal. Police will be notified if warranted.

For support with cyber safety please visit <https://www.esafety.gov.au/>