



Rationale

The integration of Information Communication Technologies (ICT's) into the curriculum is evident through all subject/department areas at Dysart State High School.

The development of students skills in relation to the proficient use of ICT's is of critical importance when considering the preparedness of our students to enter an employment society at a time considered to be the information/technological age.

However, with access to such technologies and information, comes some risk. Unless closely managed, there is the capacity for students to engage in inappropriate behaviours/information that could bring harm to themselves or others.

This policy details the schools response to manage the appropriate use of ICT's by students.

School Monitoring of Internet and E-mail

Students need to be aware the administration has access to monitoring and filtering systems. This enables the school to check student's use of the internet and e-mail. The following consequences are applied for breaches of appropriate internet/e-mail use.

Consequences for Breaches

Low Level Breaches – (eg: use of 'minor' swear words) 1st Offence <ul style="list-style-type: none">• Parents informed.• Loss of ICT privileges (e-mail and internet access)• Recorded on One School (Behaviour Support)	2nd Offence <ul style="list-style-type: none">• Parents informed.• Loss of ICT privileges (e-mail and internet access)• Recorded on One School (Behaviour Support)• Referred to Student Services Committee.• Possible move down Spectrum levels.
3rd Offence <ul style="list-style-type: none">• Meeting with parents.• Loss of ICT privileges (e-mail and internet access) for term. This includes remained of current term, and whole of next term.• Recorded on One School (Behaviour Support)• Referred to Student Services Committee.• Possible move down Spectrum levels.	4th Offence <ul style="list-style-type: none">• Meeting with parents.• Loss of ICT privileges (e-mail and internet access) for year.• Recorded on One School (Behaviour Support)• Referred to Student Services Committee.• Move down Spectrum levels.

High Level Breaches – (e-mails used to 'bully' students, offensive swear words, material of a sexual content, repeated low level breach behaviours etc)

This will vary, depending upon nature and content of the breach, and need to be considered on a case by case basis. Options include:

- Meeting with parents;
- Loss of ICT privileges (e-mail and internet access) for an extended period of time;
- Internal suspension;
- External suspension.



STUDENT SECTION

STUDENT NAME: _____

I understand that the use of the Internet at school is a privilege and whilst I have access to the Internet I make a commitment that:

1. I will use it only for educational purposes.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - i. clear any offensive pictures or information from my screen; and
 - ii. immediately, quietly, inform my teacher.
4. I will not reveal home addresses or phone numbers – mine or anyone else's.
5. I will not use the Internet (including email) to annoy or offend anyone else.
6. I will not bring unauthorised copies of discs, programs, music or utilities into the school for use.
7. I will not assist or inform other people on any way of circumventing the security of the school's intranet, E.Q. Internet or any part of the network.
8. I will not access any folders on the public 'G' drive which are not within my class or year range.
9. I will not engage in actions that could damage the ICT hardware (including moving / swapping of parts), and I understand that I have a responsibility to report any damage to my teacher.
10. I will not access any folders which may belong to another student.
11. I will not use another person's USB/memory stick without their permission and without informing the supervising teacher.
12. I will abide by the electronic device policy in regards to mobile phones, cameras, iPods, Mp3 players.
13. I will use an approved memory stick for the saving of any of my portable data for school work.
14. I am aware that the school monitors both my internet and email use.
15. I will not access the school internet with a personal device.

Student Signature: _____ **Date:** ____ / ____ / ____

PARENT/GUARDIAN SECTION

Parent Name: _____

I believe my student/child understands this responsibility, and I hereby give my permission for him/her to utilise school computers and associated ICT equipment and to access the internet under the school rules.

I understand that students who breach this agreement will be subject to appropriate action by the school. For minor breaches loss of internet access for some time may occur. For serious or repeated breaches consequences for student actions will be determined through the school Behaviour Management Plan which may include suspension or exclusion.

Parent Signature: _____ **Date:** ____ / ____ / ____

Electronic Communications Devices Policy

The Dysart SHS Communications Device Policy has been formulated in alignment with the Education Queensland Guidelines namely SCM-PR-003: 'Appropriate Use of Mobile Telephones and other Electronic Equipment by Students'.

For the purposes of this document, 'Communication Devices' are defined as any device which can transmit, store or record information in a digital format. This includes, but is not exclusive to, MP3 players, iPods, mobile phones, tablets and iPads, recording devices, personal laptops, headphones, portable hard drives, digital cameras and other recording equipment.

As part of preparing students for the future we believe that communication devices have a place in society, but should not deter from one's learning. Dysart SHS is the workplace for approximately 30 staff and 175 students; as a result, we believe that the behaviours modelled in this workplace should reflect common practices in greater society, including expectations and conduct relating to the use of communication devices.

Students are permitted to bring mobile phones to school with them under the conditions outlined below:

1. Students bringing communications devices to school do so at their own risk, and the school takes no responsibility for their loss, damage or theft.
2. Communication devices must not be used for any purpose (eg phoning, texting, searching the internet, taking photos or videos, listening to music) in class time, unless with the express permission of the teacher for a learning activity. This includes playing music on portable speakers at lunchtime or watching videos at high volume.
3. Phones must always be switched off (not on silent mode) in class and out of sight. Headphones are also out of sight.
4. Students are to display courtesy, respect and consideration for others when using communication devices in the school.
5. Camera functions on mobile phones, or any other device are not to be used at ANY time, unless with the express permission of a teacher. (e.g. English Oral, etc). This includes school cameras.
6. Students who need to contact home via the front office, are NOT to use their mobile phones. This allows first aid staff to monitor the sick person while they wait to be collected.
7. Parents who need to urgently contact students must do so through the front office. Staff will ensure that students receive messages.

Some teachers may opt to use a phone box where students place them in the box at the beginning of each lesson. Teachers must ensure this box is secured and that no student has access to this during the lesson.

This policy aligns with all elements of School Responsible Behaviour Plan. Breaches of the Communications Device policy can result in consequences that may include a warning, detentions, suspension or the involvement of the Police. Use of communication devices is a privilege, not a right. The following scenarios outline possible consequences.

Teachers must enforce classroom entry processes and insist and check that students have phones secured, turned off and located in either their bag or zipped up in the pocket. Headphones must be removed from student and placed in bag. Students must not have headphones on when they enter class.

Example of Breach	Possible Consequences
1. Device causes a disruption in class	Teacher reminds student of policy and issues first and final warning.
2. Device causes a second disruption	Teacher confiscates the device immediately and signs it in at the office after the lesson. It can only be signed out by a parent/guardian. Teacher to contact home and record in OneSchool.
3. Student refuses to hand over the device or engages in an argument	Issue is referred to administration immediately. Possible consequences include detention, isolation or suspension as per non-compliance in the Responsible Behaviour Plan.
4. It is suspected that a student's device contains prohibited material	Issue is referred to administration who can: <ul style="list-style-type: none">- Request that the student display the content on the device.- Instruct the student to delete the offending material.
5. Student records an altercation between students in the playground.	Staff member confiscates recording device immediately and signs in to the office for storage and collection by a parent/guardian. If student refuses to hand over device, staff refer to a member of administration immediately. Refer to points 3 and 4 above.
6. Student is using device after first bell including during transitions between periods.	Refer to examples 1, 2 and 3.