

Use of mobile phones and other devices by students

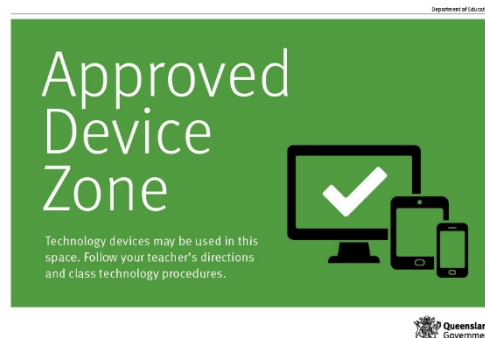
Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Redlynch State College has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

To ensure students are not distracted by inappropriate use of technology devices, the College School Council has agreed that phones, smart watches and tablets (with access to a SIM card) are not to be used at school unless identified for educational purposes. As soon as a student enters the school boundary they are not permitted to access these types of devices.

- Primary students are to store all phones at the Primary office and iPads are to be stored in the classroom.
- Secondary students maintain possession of the device, but must ensure it is not visible until the student departs the school boundary.

It is also agreed that there are certain circumstances where it may be appropriate for students to access phones. Such circumstances will be clearly defined. Students, parents and visitors will see posters, such as the example below, around the school that clearly identify our technology-approved zones and times.



Responsibilities for students

The responsibilities for students using mobile phones or other devices at school or during school activities are outlined below.

Students must switch off and place the mobile device out of sight immediately when they enter the school boundary and maintain this for the whole time they are on school property or if they are attending a school excursion within the community.

It is acceptable for Secondary students at Redlynch State College to access their phone when the device is being used in a teacher directed

activity to enhance learning. They must seek teacher's approval when they wish to use a mobile device under special circumstances.

Students will be given permission by staff to use mobile phones in class to:

- Take pictures of work progress and processes for Production Diaries (VET and Practical subjects).
- Capture video footage for assessment items (Senior HPE only). Assessment requires students to upload individual and group video footage – students will remove footage after completion of assessment.
- Insert in Virtual 3D goggles. Smart phones increase engagement through 3D goggles in class for HAAS subjects.
- Assist with delivery of services for Live Production Enterprise events

It is **acceptable for Year 11 and 12 students only** to use their phone in a designated area for first break (45 minute). This area will be supervised by College staff.

It is **acceptable for students** to use their phone to make payment at the College Business Units (tuckshop, canteen and stationery/uniform shop) and the College Administration Payment Office.

It is **acceptable for students** to go to the office to seek permission to use their phone in an emergency.

It is **acceptable for Secondary students** to use their laptop/iPad in the approved device zone in the resource centre and Special Education Unit for approved school work.

It is acceptable for a student to use a device if they have **an approved medical reason**. This approval is through the College Principal or Heads of Campus.

Students are to be courteous, considerate and respectful of others when using a mobile device.

It is unacceptable for students at Redlynch State College to use a device to:

- hotspot
- listen to music
- access any form of social media
- take photos or film any other person on College grounds
- take photos or film any student in College uniform
- upload images or video involving any person from the College including volunteers and visitors.
- act as a calculator
- act in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- deliberately waste printing and internet resources

- commit plagiarism or violate copyright laws
- participate in online chat groups and accessing emails
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- access phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- to cheat during exams or assessments
- take into or use at exams or during class assessment unless expressly permitted by school staff.

Any refusal to hand over a device if found to be breaching the College Mobile Phone rules will result in disciplinary action.

Music for Dance, Drama, Media Arts can be accessed and played through laptops

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Redlynch State College Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
 - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.