ICT and Electronic Devices

Overview

Access to ICT Systems and use of Electronic devices at Berri Regional Secondary College (BRSC) is a service provided by the school for educational purposes appropriate to this environment. The use of electronic devices is also governed by Department for Education policy [student use of mobile phones and personal devices policy](#), providing access to 21st century learning environments and learning processes supporting all young people to become successful learners.

Measures to ensure the safe use of devices and the online safety of BRSC students, staff and community members are outlined in this document. The measures are based on our school's core values: Determination, Safety, Respect, and Learning

BRSC has numerous online safety practices in place, which are embedded in this and the Department for Educations ICT Policies for all school staff and students. These are designed to ensure all students can use and have access to relevant online environments in a safe and controlled way.

The [Information and Communication Technology (ICT) Security Standard](#) requires acceptable policies are in place for all users of Department for Education ICT facilities, including staff and students. Such policies "must be in the form of a written agreement, signed by staff, students and/or their parents/guardians (as appropriate). The written agreement outlines the terms and conditions for the use of department ICT facilities, online behaviour, access privileges, and consequences of non-compliance".

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device (BYOD) arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Scope

To create and maintain and online culture in line with the values of our school and fully recognised our legal and professional obligations

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All students will be issued with this policy at enrolment and once signed consent has been returned to the school, students will be able to bring a device to school, use the school's ICT systems and be allowed to use other electronic devices based on the relevant policy at their year level.

BRSC actively encourages and supports students in developing 21st century skills that encompass the use of a wide range of digital technologies for learning and study-related activities. **By using the school's ICT systems and network, students agree that they will not use the system for inappropriate, objectionable or illegal activities.**

This policy includes information about all obligations and responsibilities related to ICT and Electronic Devices, as well as the nature of possible consequences associated with any breaches of this policy including online safety breaches, which undermine the safety and wellbeing of the school environment. Any breach of the conditions will be dealt with in line with the school's Behaviour Management Policy. This may include a 'natural consequence' of the removal of access rights.

Content posted or uploaded online creates a permanent digital footprint. Staff and students must think carefully about their online conduct, to preserve and protect individual reputations and the reputation of BRSC. All students are explicitly taught about relevant Online Safety through the Digital Literacy General Capability in all learning areas and a dedicated unit as part of the Digital Technologies Subject (in Years 7-11).

While technology creates new tools for learning, sharing information and collaborating, the same laws, policies, expectations, and guidelines for interacting within and outside the BRSC community apply online.

Information for parents regarding laws and tips for staying safe online can be found at: www.esafety.gov.au

Mobile Phones and Other Electronic Devices

BRSC students as per the Department for Education's policy are required to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off site, such as camps and excursions. Students will not be able to access their personal devices at any time during school hours unless authorised for after school emergency use and communicated to the school by the Parent/Carer.

BRSC recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- To ensure their safety while travelling

- So that parents can contact them outside of school hours.

If students feel they need to urgently contact home during school hours, they can negotiate with their teacher to leave the classroom to call from Student Services.

Storage of personal devices

Authorised devices are encouraged to be handed in to the school at the beginning of the day and collected at the end of the day to ensure safekeeping. Devices which are handed in can be done so either at the school library and will be stored in a secure locked location. Alternatively, phones may be kept, turned off and in the student's bag where students are responsible for securing their device and ensuring it is not damaged.

Research has shown that even having a phone in the classroom but put away, can be a form of a distraction to student learning and limit working memory (Ward et al, 2017). At this age of development, we believe that students should have limited access to mobile phone use and can develop their ICT capability through their laptop use. Students are required to use a calculator for Math lessons and may access music from their laptop if needed with teacher permission.

Any inappropriate phone use will be managed in line with the school's Student Wellbeing and Engagement Policy and will be confiscated.

Bring Your Own Device (BYOD)

BRSC is a 1 to 1 device school and as such all students are required to bring a personal Digital Technology device such as laptop or tablet to school. The purpose of bringing a device (BYOD arrangement) is to better support and enhance student learning through the access and use of 21st century learning resources.

Devices are brought to the school at the risk of the owner. The school assumes no financial liability for this equipment. Insurance is the owner's responsibility.

Parent/Carers buying devices from the School Portal have an option to purchase additional insurance at time of purchase. Devices requiring secure storage can be placed in designated locked storage/charging cabinets located within most buildings in the school. Students are responsible for securing their own equipment and ensuring that it is not damaged.

Should an item proved to be stolen, it will be reported to the Principal, or Principal's delegate, who will determine the appropriate extent to which an investigation will occur.

Devices can be purchased via the school's online BYOD Portal from another external company or students can borrow a "school owned device". For families who are financially unable to provide a device for their child to use, *please* contact the school to discuss borrowing a school owned device.

School Owned Device

Students opting to borrow a "school owned device" will be issued a device (with a bag and charging cord) upon completion of and return of a *commitment to pay agreement* covering for any damage or loss to the device whilst borrowed out to the student. The student may then use this device for the duration of the school year in which the commitment to pay is signed for. All School Owned Devices must be returned by the end of each school year. This is to enable the device to be checked, updated and any other work as required to be undertaken. Any costs involved with unreturned devices or damage will be the responsibility of the parent/carer as signed under the commitment to pay agreement.

Software

The school is able to supply most software that the student requires for the device. Software included includes –

- Microsoft Office
- Google Suite
- Adobe Creative Cloud (For Media Art/Design students)
- Auto Desk CAD Software
- Sketch Up
- Minecraft Education Edition and various applications required if the student is undertaking Digital Technologies

These programs will be accessible whilst the student is actively enrolled at the school. Support in installing these programs can be obtained from the school's ICT Support Team via logging a job on the school's ICT Help Desk or through support instructions available on the school website or Student Services.

Maintenance

BRSC is not responsible for the maintenance of personally owned equipment. However, the school ICT support team will provide general assistance and support to issues such as connecting the device to the school network and the download and install of selected software/applications.

Support can be requested by logging a job on the School's ICT Help Desk or emailing ICT.Helpdesk525@schools.sa.edu.au.

Internet connection

Students will be asked to connect their device to the school's network. This is to ensure the student has access to a safe and secure online connection. The student will be guided through this connection process by the teacher/school staff member, a member of the ICT support team or through written/video instructions provided. In some instances, a teacher may approve use without connecting the device to the schools network. In this instance the device will be used under the strict supervision of that teacher/school staff member.

If the student does not comply with the policy

Breach of policy this may result in teachers/school staff enacting one or more of the following actions:

- o Reminder/warning issued in the first instance.
- o Teacher/school staff will direct student to put device away and use a school owned device in its place.
- o After repeat reminders, device may be confiscated for either the rest of that lesson or until the end of the school day.
- o In cases of regular/multiple breaches, the student may be banned from bringing personal device to school. A meeting with an Assistant Principal will be set up in this case to discuss this.

If device is confiscated for:

- o *Remainder of the lesson* – teacher/school staff member will hold device within the classroom and will return the device to the student at the end of the lesson. Before returning the device the teacher/school staff member will have a discussion with the student around appropriate use for future lessons.
- o *Rest of school day* – teacher/school staff member will collect device and take to student services. The student's device will be secured in a secure location. The student will be allowed to collect this device at the end of the school day.

Illegal use of electronic devices

In line with Department for Education guidelines, any illegal use or suspected illegal use of a personal device while at school or during any school endorsed activity may result in the police being contacted and device may be seized.

Gaming

Students are not permitted to use their devices for entertainment or gaming purposes during the school day unless directed by the teacher for educational purposes. Devices or any storage media (such as USB's and External Hard Drives) storing any images, files, programs, applications (including games) or data inappropriate in a school setting is not authorised on school premises or school activities.

Roles and responsibilities

Principal

- Make sure:
  - This policy is clearly communicated and accessible to all students, staff and families
  - There is a process for regular review of the policy
  - Secure storage is provided for student personal devices that are handed in to school staff
  - Processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the school's policy and responses to instances of non-compliance.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Staff

- Allow students to use BYOD devices in their class for learning activities where it is appropriate and needed. Each teacher will outline specific guidelines for their use within their classroom to deliver learning opportunities and maintain a safe and productive learning environment

- Take steps to minimise distractions from the non-educational use of personal devices in the learning environment: Any inappropriate use of a mobile phone, including but not limited to; gaming, calls, texts, social media or music, we will respond to instances of non-compliance in line with the school's Behaviour Management Policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Educators will explicitly teach positive behaviour and expectations as per the school's Behaviour Support Policy

- Model appropriate use of electronic devices (such as laptops, mobile phones, etc.) and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

The Senior Leader – Whole School ICT and technologies with support of the leadership team will monitor, evaluate, and review the policy

Staff comply with related department policies and guidelines; Standard – ICT Security; Standard – Electronic Mail Access and Use Guideline; Practical Guide for the use of email and the Internet; Standard – School and Preschool Websites

Students

- Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.
- When permitted to use a personal device in line with this policy, do so in a safe, responsible and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.
- Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.
- Ensure their device, carry bag, mouse and other accessories are clearly labelled with their name.
- Ensure BYOD devices at school are connected to the Schools computer network and internet (GHS_Secure) and not to a personal "hotspot" or other internet connection (e.g. 4G/5G Dongle, wireless ad-hoc or peer-to-peer network). This is to ensure the student's connection is secure and access to the internet is filtered for cyber security and safety.
- Ensure that their files are backed up in more than 1 location (for example saved on the devices hard drive and a cloud-based location such as the student's One Drive). Flash based storage (USB Flash Drives and Solid-State Drives) although very fast are not a reliable long-term backup option. It is strongly recommended that regular backups are performed.
- Ensure that devices are only operated on the device's battery. Students are not to plug in their devices for charging into school power points. It is recommended that students have a backup battery if their device cannot remain charged for the day otherwise students can charge their devices in the designated locked storage/charging cabinets located at the campus.

Students are not permitted to use a VPN type or style of program whilst at school.

Voice, video, and image capture applications may only be used with teacher permission and relevant to the learning environment whilst being respectful of the rights of others.

Students, who fail to comply with the policy guidelines and procedures for BYOD devices within this policy, will have their access and connectivity privileges suspended until the student and family guarantee compliance.

Parents & Carers

- Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.
- Encourage their child at all times, to follow the online safety procedures and instructions as outlined in this policy while enrolled at BRSC.
- Understand that they are financially responsible for damage, loss or theft of ICT equipment/digital technology devices caused by their child.
- Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- If the matter is urgent, parents can leave a message with Student Services, which will be communicated as required. This includes receiving calls from family or making emergency calls.
- Contacting the school if there is any aspect of this policy they would like to discuss.

Communication and review

This policy has been developed with consultation of all stakeholders including students, staff, and parents of BRSC.

This policy will be regularly reviewed and updated as required. Any changes made will be done so through consultation of all affected parties and by the following of BRSC Decision-making Model.

Any approved changes will be communicated to students/parents and the wider school community via one of the school's communication avenues. This could include a formal letter home, an article within the school newsletter, via the school's social media channels or the school website.

A full review of this policy will be held in 3 years' time. This policy can be accessed at any time on the school's website.

Approvals

Status: Approved
Version: 1.0
Authors: Dylan Milton/Jenna English
Approved by: Governing Council
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Review Date: October 2021

Version: 1.1
Authors: Dylan Milton
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Version: 1.2
Authors: Dylan Milton/Emily Griggs
Approved by: Governing Council
Approval date: 01 December 2021
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Version: 1.3
Authors: Matt Abbott
Approved by: Governing Council
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Version: 1.4
Authors: Clint Ridgway
Approved by: Governing Council
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Related legislation

www.dpc.sa.gov.au/responsibilities/ict-digital-cyber-security

Supporting information

- E Safety Commissioner, Website – www.esafety.gov.au
- social media for schools and preschools policy
- BRSC, Bring Your Own Device Portal – https://berriregionalsc.technologyportal.com.au
- Department for Education ICT Security Standard
- Cyberbullying
- Crime involving electronic evidence (e-crime)
- Bullying Prevention Strategy
- BRSC Student Wellbeing and Engagement policy

- Salhberg, P. (2018). *Schools are banning smartphones- here's an argument for why they shouldn't*. Retrieved from https://pasisahlberg.com/schools-are-banning-smartphones-heres-an-argument-for-why-they-shouldnt/, online access 26/7/2020
- Ward, A., Duke, K., Gneezy, A., & W. Bos, M. (2017). Brain Drain: The Mere Presence of One's Own Smartphone Reduces Available Cognitive Capacity, *Journal of the Association for Consumer Research 2*, no. 2 (April 2017): 140-154. https://doi.org/10.1086/691462

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: Mobile phones and personal devices at school (education.sa.gov.au).

ICT and Electronic Device Acceptable Use Agreement

Students are able to use BRSC ICT systems and equipment once the ICT and Electronic Device Acceptable Use Agreement has been read and signed by both student and Parent/Carer and returned to Student Services.

To the student and parent/carer, please:
1. Read this page carefully to check that you understand your responsibilities
2. Sign the appropriate section on this form and then detach and return the page to the school via your child's Home Group Teacher or Student Services
3. Please contact the school or visit the website to view the entire policy

We understand that BRSC:

- Maintain a safe online environment, by maintaining an effective online safety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or school-related activities, and following the procedures and requirements detailed in Use Agreements.
- Keep a copy of this signed Acceptable Use Agreement form on file
- Respond appropriately to any breaches of the policy
- Provide members of the school community with information about safe behaviours in an online environment, designed to complement and support the policy initiative
- Welcome enquiries from students or parents about online safety issues

Please Note: *This Policy and Acceptable Use Agreement for your child will remain in force as long as they are enrolled at BRSC. If it becomes necessary to add/amend any information or procedure, parents will be advised in writing and required to re-sign the acceptable use agreement for the new policy.*

Parent/Carer

Parent/Carer responsibilities include:

- Reading this ICT and Electronic Device policy carefully and discussing it with my child so we both have a clear understanding of our role and the school's initiatives in maintaining a safe online environment and accept and understand my child's responsibilities
- Ensuring the agreement is signed by my child and by me and returned to the school
- Encouraging my child at all times to follow the online safety procedures and instructions as outlined in this policy while enrolled at BRSC
- Understanding that I am financially responsible for damage, loss or theft of ICT equipment/digital technology devices resulted from my child's actions
- Understand that BYOD insurance is covered by the parent/carer and accept responsibility for the insurance costs
- Contacting the school if there is any aspects of this policy I would like to discuss

Student

Student responsibilities include:

- Respecting others and communicating with them in a supportive way
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video and attributing references appropriately
- Not accessing media that falls outside the school's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Nor attempting to log into the network with a user name or password of another student
- Not bringing a mobile phone or any other prohibited electronic device to school unless approval has been given by Parent/Carer **and** the school
- If a mobile phone is approved to be at school for external reasons, the phone is either stored appropriately through the school storage system or kept off and in my bag at my own risk

ICT and electronic device Acceptable Use Agreement declaration

Parent/Carer Declaration

I have read this ICT and Electronic Device Policy and I am aware of the school's initiatives to maintain a safe online learning environment and accept and understand my child's responsibilities.

Name of Parent/Carer: _____

Signature: _____

Date: _____

Student Declaration

I have read and understood my responsibilities and agree to abide by this ICT and Electronic Device Policy. I know that if I breach this policy, there may be serious consequences.

Name of Student: _____

Signature: _____

Date: _____