



## PURPOSE

It is recognised that Linton Park Campus have a moral and statutory responsibility to safeguard and promote the welfare of all pupils, this includes safe digital learning environments, where they are made available.

To define acceptable technologies at Linton Park Campus and present clear expectations with regard to the use of those technologies.

## SCOPE

This policy applies to all students while participating in school activities using technology, including any communication and activity on school-provided equipment or applications.

The policy applies whether on school grounds or outside the school and includes students who are on the way to school or from school.

## DEFINITIONS

**Device:** Digitally capable technology likely capable of wireless or mobile connectivity, including mobile telephones, Smart-watches and Cameras

**Digital Citizenship:** The individual or group activity within digital environments

**eLearning:** Learning that is facilitated, enhanced or that relies on digital technology

## POLICY GUIDELINES AND PROCEDURES

### Policy Guidelines:

1. Prior to using electronic devices at school students must sign the Acceptable Use Agreement: Digital Citizen, Device and eLearning (Appendix 2) and have their parents countersign. This makes a clear statement for them to abide by the conditions set out therein.
2. Devices will be owned by the Campus. These will only be used in the classroom with the permission of staff. Any student-owned and non-school devices of any sort including phones or any other computer, device or cellular-capable technology (smart-watch etc) are not permitted to be used in school. Where phones are brought to school for personal reasons they must be handed into the school office in the morning and collected after school. Reference should be made to the Mobile Telephone Policy.
3. All devices must be switched off in class when permission or direction to use them has not been given by the teacher. In Learning Centres, where devices may be used as part of everyday learning, students are to follow instructions from responsible adults with regard to the use of any technology.
4. All devices must be switched off during school assessments/tests and exams, in compliance with Examination Body requirements. Failure to do so may be regarded as

cheating. Students with specific Learning Support requirements and students sitting online exams may have permission to use specific technology.

5. Personal Headphones are not permitted at school. Headphones will be provided on request to students that need to use them for learning. Where there is local agreement for them to be allowed on buses, personal headphones and any non-school technology or storage for listening MUST be left at School Reception. They should not be brought into school for any reason. No valuables should be left on the school bus.
6. Devices and other technologies should be set to silent mode at all times during lessons and meetings.
7. Language in any messages, electronic mail, phone calls, video conferencing etc., must be of sufficiently high standard so that the recipient cannot take offence. Threatening, intimidating, disruptive or offensive messages or calls will be treated as such by the School.
8. Email communication where made available is for the purpose of education and not for social purposes.
9. Students must seek permission before using any photographic functionality for a classroom activity or within school grounds for any other activity. Photography is forbidden in changing rooms and similar private environs. Exchanging or publishing any photographs of other students and staff for any reason may only occur after permission has been given by the people who have been photographed.
10. Exchanging, downloading, listening or viewing any media files on any school device must occur for learning purposes only and in accordance with the law including copyright and other licenses. Staff and other adults in school reserve the right to search any device at any time for material that is not related to learning and take action where required.
11. An external storage device may be required to transfer larger files between home and school or to a teacher device for marking. Only Focus branded storage should be present in the school. Focus USBs are available for short-term loan via Campus admin. Large file transfer is for learning purposes only. Staff and other responsible adults in school reserve the right to search any device connected to any school device at any time for material that is not related to learning and take action where required.
12. All students and staff should work positively toward the three areas of focus highlighted in the Acceptable Use Agreement; Digital Citizen, Device and eLearning:
  - Respect and protect themselves
  - Respect and protect others
  - Respect and protect physical and digital property

### **DEVICE MISUSE PROCEDURE AND CONSEQUENCES**

The Headteacher, with assistance from other staff, CA team and Regional Principal will work with students, and families where necessary, to realign behaviour and restore relationships and learning.

When devices are used inappropriately, outside of the Acceptable Use Agreement; Digital Citizen, Device and eLearning, the user will face consequences. The consequences escalate in seriousness and will be issued dependent upon the seriousness of the misuse or a repetition of previous 'low-level' misuse:

1. *Restorative Conversation* (see note below) with appropriate adult to restore any affected relationships and realign behaviour with the device agreement
2. Re-sign agreement, date and file with original with highlighted issues attached
3. Device issued to student for class-time only for a period of time. No outside of class device use allowed. May require Restorative Conference.

4. Confiscation of the device from the student for a period of time until a *Restorative Conference* (see note below) can be arranged with students and other affected parties including parents.
5. Removal of student from class or Learning Centre for a period of time
6. Removal of student from school for a period of time at the discretion of the National Leadership Team

**IMPORTANT NOTE:**

Non-school devices, phones, computers, other processing technology OR any non-school external storage media (USB, SD Card, Hard Drive etc) are not allowed to be used on site. They will be dealt with at Stage 4 and above. The item/s will be confiscated until a parent can collect them from school *and* a Restorative Conference arranged.

Phones that are brought to school for personal reasons must be handed in to the school office before school and collected when school has finished for the day.

***Restorative Conversation:*** A meeting of two or a very small group (usually an adult and student). The Conversation aims to restore relationship and/or learning following low-level disagreement or negative behaviour. Follows a conversation framework (Appendix 1)

***Restorative Conference:*** A meeting of 'offenders' and 'victims' facilitated by an equipped restorative facilitator – usually someone with year level, learning area or campus-wide (DP or CA) leadership responsibility. All student-participant parents are informed and some may be required to attend as support people. Usually used for repeat offences or behaviour that is disrespectful or damaging toward other people.

## **CONTEXTUAL INFORMATION about Linton Park Campus relevant to the Digital Technology and Device Misuse Policy and its implementation in the Campus.**

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## **ASSOCIATED DOCUMENTS**

**Appendix 1** Restorative Conversation Flow Chart

**Appendix 2** Acceptable Use Agreement (Secondary Student) Digital Citizen, Device and eLearning

**Associated Policies**

- Safeguarding and Child Protection Policy and Handbook
- ICT and E-Learning Policy and Handbook
- Behaviour Management Policy
- Camera and Using Images Policy
- Mobile Telephone Policy
- OneBus Handbook
- Data Protection Policy
- Learning Support Policy
- Social Media Policy

## ISSUED BY

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