**Use of Mobile Phones and Other Devices**



**The use of Personal Technology Devices at School**

Clermont State High School is a Device Free Zone. Personal devices may not be brought into the school. Personal devices are to be signed in at the front office and picked up from the front office before and after school. Failure to hand in your personal device is classed as a non-negotiable, which is classed as non-compliance and will be subject to consequences.

**Respectful, Achieving and Responsible Online**

In the event that you are engaging in online learning, please note that the same rules and norms apply as in a physical classroom (take notes; participate by asking and answering questions; wear classroom-ready clothing). For everyone’s benefit, join the class in a quiet place. Turn on your video (if enabled). Mute your microphone unless you are speaking. Close browser tabs not required for participating in class. The success of this form of learning depends on the same commitment we all bring to the physical classroom.

**General Rules**

1. Follow appropriate protocols when engaged in online and teleconference sessions with teachers and other students as outlined in the school’s ICT responsible use procedure.

*If studying from home or Distance Education Lessons the following needs to be adhered to:*

1. Be dressed in your school uniform when you appear on camera for any lessons or discussions with staff or other students, and use appropriate spoken and written language at all times.
2. Please make sure you set up your learning space in a quiet area, and that you remove any inappropriate or personal items from the view of the camera (e.g. posters, laundry).
3. Participate fully by meeting attendance requirements, participate in scheduled lessons, engage with online course material and initiate regular contact with teachers.
4. Use your EQ assigned web mail address for all communications with the school and take efforts to maintain communication through regular clearing of emails.

**Acceptable Use of School ICT and BYOx**

The Smart Classrooms strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the Student Code of Conduct and any specific rules of their school. In addition students and their parents should:

* understand the responsibility and behaviour requirements (as outlined by the school) and is available by accessing the school'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
* ICT facilities and devices should be used appropriately as outlined in the Student Code of Conduct
* 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.

**Authorisation and controls**

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal BYOx device, if there is any suspicion that the integrity of the network might be at risk.

**Responsibilities for using the school's ICT facilities and BYOx devices**

• Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct

• Students are to be aware of occupational health and safety

• Issues when using computers and other learning devices.

• Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.

• Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided devices.

• The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.

•Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

• Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

• Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

• Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

**Students Responsibilities for using a BYOx device**

• Prior to any BYOx device being used approval is sought from the school to ensure it reflects the department's security requirements.

• Students are responsible for the security, integrity, insurance and maintenance of their BYOx device.

* **Virus protection will need to be regularly updated and scans carried out. If a device is found to have out-of-date or no anti-virus at all, it will be removed from the network until anti-virus protection has been updated.**

• All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.

• Follow any advice provided on best security requirements e.g. password protection (see iSecurity site for details).

• Students and parents are to employ caution with the use of BYOX devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. When they are selected they can install programs which may start unwanted processes.

• Any inappropriate material or unlicensed software must be removed from BYOx devices before bringing the device to school and such material is not to be shared with other students

• Inappropriate use will lead to the personal device being confiscated by school employees, with its collection/return to occur at the end of the school day where the BYOx device is not required for further investigation

**Acceptable/appropriate use/behaviour school's ICT facilities and BYOx devices by a student**

**It is acceptable for students while at school to:**

• assign class work and assignments set by teachers

• develop appropriate literacy, communication and information skills

• authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school

• conduct general research for school activities and projects

• communicate or collaborate with other students, teachers, parents or experts in relation to school work

• access online references such as dictionaries, encyclopaedias, etc.

• Research and learn through the department's eLearning environment

• be courteous, considerate and respectful of others when using a school ICT facilities and BYOx device

• switch off and place the device out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning.

**Unacceptable/inappropriate use/behaviour school's ICT facilities and BYOx devices by a student**

**It is unacceptable for students while at school to:**

• use the school ICT facilities and BYOx device in an unlawful manner

• download, distribute or publish offensive messages or pictures

• use of 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

• insult, harass or attack others or use obscene or abusive language

• deliberately waste printing and internet resources

• damage school computers & personal BYOx devices, printers or network equipment

• commit plagiarism or violate copyright laws

• ignore teacher directions for the use of social media, online email and internet chat

• send chain letters or spam email (junk mail)

• knowingly download viruses or any other programs capable of breaching the department's networks security

• use in-device 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

• using (including those with Bluetooth functionality) to cheat during exams or assessments

• take into or use BYOx device at exams or during class assessment unless expressly permitted by school employees.

• using personal 3/4G

• use BYOx device for private use before or after school, or during recess and lunch breaks

• seek teacher's approval where they wish to use a BYOx device under special circumstances.

• No handling or using another student’s BYOx device. Students will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student’s device.

• DOWNLOADING Software, Games, Music, Images and Files not relevant to study

• ACCESSING RESTRICTED AREAS OF SERVER - Copying, Deleting or moving of System Files on the Server