



APPLICABLE TO	St Pius X High School Adamstown
DOCUMENT OWNER	St Pius X High School Adamstown
APPROVAL DATE	
APPROVED BY	School Executive Team
LAST REVIEW DATE/S	
NEXT REVIEW DATE	As needed
RELATED DOCUMENTS	CSO Cyber Agreement Policy School Disciplinary Procedures (updated July 2019) School's Anti-bullying Policy and Procedures Code of Conduct Policy Child Protection Policy Student Wellbeing Policy and Procedures Telecommunications ACT 1997

### Purpose

This policy aims to:

- Set direction for the school procedures and practices for the use of personal technology devices.
- Establish a common, consistent approach to the appropriate use of informational and communication technologies.
- Assist students in their understanding of the teachings of the Catholic Church regarding communication and deepen their understanding of contemporary social, economic and political factors in relation to Gospel values.

### Policy Statement

This Policy understands that current trends in the development and uptake of new technologies suggests that technology devices are a key feature of a young person's everyday life. Research suggests that while greater access to technology potentially exposes young people to a greater risk of harm, it also exposes them to more opportunities, including that of increasing their digital literacy. Information and Communication Technology is utilised in schools for learning, teaching, communication and administration. In accordance with the teachings of the Catholic Church, use of technology must reflect the highest standard of accountability and sensitivity to the dignity of the human person.

### Definitions

**Personal Technology Device (PTDs):** includes any Personal Mobile Phone/Laptops/Personal Communication Device (including smart watches) belonging to a student of the school used for the purpose of voice, video, photo or text messages as well as music, gaming, social media and other applications.

**Information and Communication Technology (ICT)** includes all hardware, software, systems and technology including the internet, email, telecommunications devices and social media owned by the school, students and families.

**Social media** refers to a group of internet-based applications that allow users to share information, content or participate in social networking.

**Defamation** is the publication, declaration or broadcast of material that can lower the reputation of a person or organisation in the estimation of others.

**Harassment, Discrimination and Bullying** means unlawful behaviour as defined in the Catholic Education Commission Harassment, Unlawful Discrimination, Victimization and Anti-Bullying policy.

**Explicit Material** refers to online content containing or depicting nudity and/or sexual activity.

## Roles

**The Assistant Principal** will become involved where a student persistently ignores the school's personal device procedures. They will work with the House Coordinator and discuss the issue and relevant aggravating and mitigating factors of the student's actions.

**The House Coordinator/ Studies Coordinators** will follow up instances of refusal to hand over a device or repeated misuse. They will investigate the issue and liaise with the relevant student and their families.

**The School Executive** (Principal, Assistant Principals, Ministry Coordinator and Religion Coordinator) will advise the Principal where relevant on student matters and initiatives.

**The Principal** is responsible for communicating, administering and managing this policy with staff, students and families. The Principal will review information from the Assistant Principals (or School Executive where relevant) and will provide initiatives that promote the pastoral care and wellbeing of students at St Pius X High School.

## Scope

This policy and its associated procedures apply:

- during school hours
- while travelling to and from school
- when students are using PTDs, including and not limited to social media out of school hours that impacts on members of the school community.

## Guiding Principles

- St Pius X High School Adamstown is inspired by the person and teachings of Jesus Christ and strives to be a centre of excellence and authentically Catholic.
- The St Pius X High School community works to create strong partnerships with parents in the education of students.
- The policy is concerned with student use of personal technology devices.
- Online behaviour should always demonstrate a respect for the dignity of each person.
- The use of school, student and family owned PTDs including the internet, email and social media by students shall not be contrary to relevant State and Commonwealth laws.
- As parents and caregivers are the prime educators of their child, they shall be informed of the school policy and procedures and are encouraged to assist in facilitating its implementation.
- Leadership: Principals and school leaders play an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected.
- Inclusion: All members of the school community are active participants in building a school culture that values diversity, and fosters positive, respectful relationships.
- Student Voice: Students are active participants in their own learning and are expected to use their social and emotional skills to be respectful, resilient and safe.
- Partnerships: Families and communities collaborate as partners with the school to support student learning, safety and wellbeing.

- Support: School staff, students and families share and cultivate an understanding of wellbeing and positive behaviour that should support effective teaching and learning.

## Responsibilities

Students, staff and parents are to adhere to the following expectations around the use of PTDs.

### Students

- Students are responsible for the use and protection of their personal technology devices (PTDs). The school will not accept any responsibility for the damage caused to individual PTDs.
- Students will use their PTDs for educational purposes. These times will be at the invitation, discretion and supervision of the classroom teacher. If students are using their PTDs to collect information, record or film other students for educational projects or purposes, once the project has been completed and submitted, **all data collected MUST be deleted**. This data is NOT, under any circumstances, to be uploaded to any social media sites at any time or shared/forwarded to other students for reasons other than educational purposes.
- Students are not to take photos/film or sound recordings of staff or students without the express permission of the staff member or student as outlined in the Cyber Agreement code of conduct. Students are not permitted to send explicit or nude photos.
- Students cannot use social media to harass, bully, threaten or harm others, as this is a serious breach of the School's Anti-bullying Policy and Procedures.
- For safety reasons students are not permitted to wear earphones, earbuds or headphones at school unless instructed by a teacher for educational purposes. Students are encouraged not to wear earphones, earbuds or headphones while travelling to and from school.
- Students are not permitted to carry their PTDs (this includes smart watches) into examinations unless instructed by the exam supervisor. PTDs, during these times, must be turned off and secured in the student's school bag.
- Students must not use their PTDs to directly contact parents if they are sick, injured or distressed. Students must notify a teacher, who will send the student to the Student Services Office or the student may report directly to Student Service Office from the playground. If necessary, parents will be contacted by staff in the Student Services Office.
- Students are not to arrange to leave school, via a phone call or message, without the direct knowledge of a member of staff or office administration.
- Students need to be aware that if material found on a student's PTD is suspected to be related to criminal activity, the investigation will become a police matter. The school will still respond to aspects of this matter that breach school rules and expectations.
- During school emergencies, students are not permitted to use their PTDs to contact people. Such use can affect emergency networks.

### Parents/Carers

- Parents/Carers are asked to support the school in its attempt to provide classroom environments conducive to maximum learning opportunities.
- Parents/Carers are asked not to contact their children via PTDs during class time. Parents are advised to ring the office if contact needs to be made with their child.
- Parents/carers need to be aware that if material found on a student's PTD is suspected to be related to criminal activity, the investigation will become a police matter. The school will still respond to aspects of this matter that breach school rules and expectations.

## Staff

- Staff have the right to teach and instruct in a classroom environment that is not interrupted by discipline issues caused by the misuse of PTDs.
- Staff are to model the expectations St Pius X has for their students around the use of PTDs, especially mobile phone usage.
- Staff have the discretion to provide permission to their classes or individuals to use PTDs for educational purposes.
- Staff are to allow students to report to Student Services if they are unwell or upset. In the case of illness, the Office Administration Staff will provide the necessary first aid and call a parent/carer to collect their child. In the case of a child being distressed, the necessary care of that child will take place, in consultation with the relevant House Coordinator, Studies Coordinator, School Counsellor or Assistant Principal and/or the Principal. A staff member will notify the parents.
- If a student is found to be using a mobile phone during class time, without the permission of the teacher, a warning will be given and if the behaviour continues, the teacher will confiscate the phone. The teacher is to place the phone in an envelope and label it with the student's name, time/lesson it was confiscated and the name of the teacher who confiscated the phone. The phone is to be handed to reception for storage and collected by the student at the end of the school day (3.10pm).
- A register of students, whose mobile phones are confiscated, will be kept. Repeated misuse will be recorded on Compass and addressed by Studies Coordinator/Student Coordinators/APs.
- If students are belligerent or defiant in complying with the school's procedures regarding PTDs, the student may receive consequences ranging from an afternoon detention to external suspension depending on the severity of the offence.
- For the safeguard of all members of the school community, incidents involving accessing and sharing of explicit material must be reported immediately to the Principal/Assistant Principal. The Principal/Assistant Principal must adhere to reporting obligations as required by Catholic School Office Procedures and Child Protection.

## Budget

The Principal for the implementation and review of this policy will make a suitable budget available.

## Evaluation

Evaluation of this policy will be ongoing to ensure alignment with school structures and procedures and legislation requirements. With the constant improvement and changes in PTDs and the constant changes in the educational environment, the needs of staff, students and parent.