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|  | <b>Whitsunday<br/>Christian College</b>                | Last Updated: April 2021 |
|   | <b>Electronic Equipment Policy<br/>&amp; Practices</b> | Version: 2               |

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| Purpose:      | The purpose of this policy is to limit electronic devices at the College and increase person to person real time social interaction as well as protect the privacy of people. |                        |
| Scope:        | Students  |                        |
| References:   | <ul style="list-style-type: none"> <li>• WCC Student Code of Conduct</li> <li>• Privacy Act 1988</li> </ul>   |                        |
| Review Cycle: | Every 3 years   | Next Review Date: 2024 |
| Policy Owner: | Principal   |                        |

## Policy Statement

All students and employees at Whitsunday Christian College should be afforded the opportunity to learn and work in an environment free from distractions. The College allows students to use electronic and digital devices at school when its specific to enhancing academic learning. The College seeks to reduce the negative impacts of electronic and digital devices, including on social relationships. This policy aims to achieve the correct balance, particularly as these devices are capable of educational use.

## Responsibilities

### Parent / Carer Responsibilities

Parents / Carers are responsible for monitoring their child's internet access at home and checking that their home internet has appropriate measures in place to keep their child safe. Parent communication with a student through school day needs to be through contact with a member of the school administration team.

### Student Responsibilities

All electronic and digital equipment (including mobile phones) are brought to the college at their owners' risk. No liability is accepted by the College in the event of loss or damage. These devices need to be turned off as students enter the college at the start of the day. The items may be left at Administration or kept in a students' bag. Mobile phones may be switched on and used once students have been dismissed to go home time.

Staff members should not see or hear mobile phones, iPods, or other device at any time during the college day unless permission has been granted for this, as the use would be a part of the learning under the supervision of a staff member.

## **Device use conditions**

### **Capturing and recording devices (e.g. digital cameras, voice recorders, cameras on mobile phones, video cameras).**

No privately owned devices can be used for the capturing or recording or storage of audio or images at the college unless direct permission and supervision from the teacher is given. The use of these devices could lead to privacy, child protection and / or data protection issues if there was inappropriate capture, or unauthorised distribution of images.

Should a student need access to equipment for approved academic purposes, the college will supply the equipment. Adult supervision must be evident. Examples of possible use:

- Authorised performance (so long as recording does not infringe copyrights).
- Recording activities at Sports carnivals, special event days, as part of an approved academic task or when assisting with collating images for college promotions.

Please note: no images or recordings taken during a college day or at a college function may be uploaded or used in any other electronic or print media (e.g. YouTube or Facebook) without direct permission from the Principal or their delegated nominee.

### **Computers**

Whitsundays CC students are to use their computers according to the conditions set out in the agreement they sign. Computers are not to be used for entertainment. However, students are allowed to store their own purchased music on their own USB and listen to this using their computers, which they may receive permission from a teacher to listen to during non-contact lessons and other special occasions. No student is permitted to play movies or YouTube music videos, etc. at school, except in some special circumstances in class time under teacher direction (e.g. Dance or Music lessons).

WCC computers are to be used for educational purposes only at school and home.

## **Consequences for Misuse of Mobile Phones/Electronic Devices**

Any student who sends harassing or threatening messages or images or voice via any means will be subject to College discipline. Further for messages have been sent by mobile phone or social websites, the College will support the injured party to report this to the appropriate government authorities (including police) and network providers.

If a student is found to be using a device during college hours inconsistent with the stated requirements, the following actions apply

- 1st offence – the item must be surrendered to the Administration for the remainder of the school day. A demerit is logged by the teacher on Edumate.
- 2nd offence - the item must again be surrendered to the Administration for the remainder of the school day. A further demerit is logged by the teacher on Edumate and letter issued to Parent/Carer. The Parent/Carer needs to bring the letter to our Administration and at that time collect the phone on behalf of their child from Administration.
- 3rd offence – as before and additionally applies (a detention is logged by the teacher on Edumate). Further students must surrender their phone to administration every day for the remainder of the term.