

# Use of Digital Devices (ICT/BYOD/Cell phones)

Date Adopted	2016
Policy Type	School
Last Review	2019
Next Review	2021

## Chosen Bible verses

Corinthians 10:31. "So whether you eat or drink or whatever you do, do it all for the glory of God."

Matthew 6:22-23. "The eye is the light of the body; so then if your eye is clear, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness."

Jesus tells us that we will become what we watch with our eyes. If we view good things, this will help us be good. But if we view evil things, this will encourage us to be evil.

1 Corinthians 15:33. "Do not be deceived: 'Bad company corrupts good morals'"

Psalms 101:3. "I will set no wicked thing before mine eyes."

## Cornerstone Christian School Values

Digital technology use allows students to demonstrate and develop their integrity in their interactions with the technology. It also gives students an opportunity to demonstrate respect for both the equipment and the use of it.

## Rationale

Digital technology is a modern vehicle to assist learning. Digital technology is ubiquitous in the modern world and students need to be well versed in its use in order to be well prepared to enter the modern world as adults and as learners.

## Aims

To improve learning and increase the breadth and depth of learning activities by providing safe access to digital technology.

To allow students to personalise their learning through use of their own school-registered device.

## Guidelines

- 1 Network: A digital network will be provided by the school for all year levels.
  - a. Access to cloud-based computing will be provided to students by the school under specific conditions. Students:
    - i. Must sign the latest computer acceptable use policy to use/continue to use a device on the school network
    - ii. Can only use a device in the learning environment that is approved by the school
    - iii. Must have active monitoring software installed and functioning properly on their device

- 2 BYOD/ICT Policy: The school will have the following BYOD/ICT policies
  - a. A policy covering the use of digital devices & BYOD within the school
  - b. A policy covering the general provision of ICT within the school
  - c. A Year 0-3 student ICT user agreement
  - d. A Year 4-13 BYOD/ICT user agreement
  - e. A Year 6-13 Parent BYOD agreement
  - f. In the above policies, owning a device shall not be compulsory. The school will provide devices in specific situations. However, if parents wish to have personalised digital learning for their child, then having a WIFI enabled, approved IT device is a necessity.
- 3 Types of Devices: The school will provide guidance as to what devices can be purchased and used at school.
  - a. Devices will need to meet the minimum specifications, outlined on the school website. The school will manage student accounts, using Office 365, in the cloud.
  - b. The maintenance and effectiveness of privately-owned devices is solely the responsibility of the parents (not the school). Software updates (such as Windows Update) should be performed regularly and outside of school hours.
  - c. The maintenance of school owned devices provided to students is a school responsibility.
  - d. Parents who provide a 3G/4G/5G capable device to their son/daughter accept that these devices are capable of bypassing the school's monitoring system and therefore can independently access the internet/social media/gaming sites etc.
    - i. The school does not endorse the use of these devices at school. As such:
      1. The school does not grant access by such devices to its student WIFI network.
      2. The school does not police and is not responsible for personal internet activity in respect to [d] above as these devices are not required by the school and cannot be monitored adequately by the school.
      3. We strongly recommend that parents mitigate these situations with their own family data plan, monitoring plan, and/or controls.
- 4 Cell Phones: Whilst students are permitted to have cell phones in their bags for use in case of emergency, these devices are not required by the school and are not regulated by the school. Refer to [3d] above and [5] below for further guidance. Use of cell phones in class is at the discretion of the class teacher.
- 5 Device Use: Any objectionable behaviour while using a device of any sort at school will be considered a disciplinary issue and will be dealt with according to the school's

behaviour management procedures and the computer acceptable use policy. This includes:

- a. Personal texting/calling/messaging, during instructional time.
- b. Storing and/or distributing (including uploading or sharing) harmful digital items during school hours or on school trips.
- c. Using a device in a manner that is detrimental to the learning environment.
- d. Using a device in a manner that is harmful to oneself or another person, e.g. social media bullying, displaying objectionable material.
- e. Possessing a visible cell phone during instructional times (unless permitted by a staff member for a particular purpose).

6 Digital storage/media on personal devices: The school is a safe environment for all community members.

- a. Students are not to take recordings of any description (e.g. still, video or audio) of any person without their express permission.
  - i. If a recording is made, with permission, it must not be uploaded/shared without further permission from subject/s of recording.
    1. Any recordings must not bring the school or it's community into disrepute.
- b. During instructional times, music from personal devices may only be used with the express permission of the teacher and under the conditions indicated by the teacher.
  - i. Music played through Bluetooth/External speakers during interval and lunchtime is not permitted without the express permission of the teacher on duty at the time
  - ii. Any material broadcast over Bluetooth/External speakers must meet the same criteria as for [5] above. Such material is the responsibility of the student whose device is connected to the speaker.

7 Hours outside of Instructional time: The school maintains a view that "balance and moderation" is the best approach to teaching students about device use. As such:

- a. The school does not provide internet access for any school-owned student computer or BYOD, during break times, or before school, or after 4:00pm on school days, and no access at all on non-school days.
- b. The school will run an education programme around the safe use of devices as part of its LifeLab programme.

8 Awareness of Expectations: Students and parents will be made aware of school expectations and agree to meet these expectations as a condition of device use at school.

9 Search and Seizure: Under the powers of the Education (Surrender, Retention, and Search) Rules 2013, the school will, from time to time, have need to search or seize a device on school grounds or trips. Such actions must comply with the for mentioned rules. For:

- a. School owned devices: the school reserves the right to confiscate and search any device it owns or leases.

- b. Privately owned devices whether registered on the school network or not: The school reserves the right to search or seize a privately-owned device on school grounds or trips when authorised staff have reason to believe:
  - i. that a student has an item stored on their device or other digital technology that is endangering the emotional or physical safety of other students
  - ii. that a student has an item stored on their device that is likely to detrimentally affect the learning environment
- c. Seizure of privately-owned devices for the purposes of punishment: Apart from [b] above, the school does not have the power to confiscate devices for express purposes of punishment. Any seizure of a privately-owned digital devices must comply with the current MOE guidelines.