



TSA Independent Schools

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS)

(A Queensland Non-State Independent School)

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY FOR STUDENTS		CODE: PED2020
Scope of Application:	Students and Parent / Carer	
Filing Instructions:	F:drive - F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures	
Related policies:	<ul style="list-style-type: none"> • The Salvation Army Digital Communications and Social Media Policy • The Salvation Army Privacy Act Compliance Policy • The Salvation Army Information Security Policy • TSA Independent Schools Acceptable Use of ICT Services Policy • TSA Independent Schools Student Bullying Policy • TSA Independent Schools Positive Behaviour Policy • TSA Independent Schools Privacy Policy • TSA Independent Schools Restorative Justice Framework 	
Form Links	Student Internet and Email Agreement	

Change record / revision history:

Version	Prepared/ reviewed by	Date reviewed	Current Version	Approved by	Authorised by	Review date
2.1	Helen Boardman	18/12/2018	No	Darren McGhee	Thomas Austin	December 2020
2.2	Helen Boardman	Amendments: 24/4/2020	No			December 2020
2.3	Helen Boardman	08/12/2020	No	Rish Lefterys	Rish Lefterys	September 2021
2.4	Helen Boardman	15/09/2021	Yes	Shontell Dougherty	Rish Lefterys	December 2022



Purpose

The purpose of this policy is to manage the acceptable use of personal electronic devices by students at TSA Independent Schools.

Definitions



- **Personal electronic device** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students
- **Recording** – includes taking photos, videos and voice recordings

Policy Statement

TSA Independent Schools is committed to the fair and safe management of privately-owned student electronic devices so that the benefits of this technology can be enjoyed by students.

This policy applies to the management of all types of electronic devices, including mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, as defined below.

This Policy applies, always, when students are on the school premises or participating in school activities, regardless of location.

TSA Independent Schools understand that personal devices can have a positive impact on learning and assist students in their concentration while working on tasks, i.e. listening to music.

TSA Independent Schools require students to display courtesy, consideration, and respect for others whenever they are using an electronic device. The use of electronic devices must not disrupt others, the classroom routine, or the running of school.

Students are to ensure they have received permission from the teacher to bring in any personal devices other than their phone.

Students are responsible for their personal items. TSA Independent Schools will not take any responsibility if they are lost, stolen or damaged. If another student is involved, TSA Independent Schools will manage the situation as appropriate. If students are asked to hand in their phones to help support a healthy learning environment, to avoid distractions or disruptions, they will be stored in a locked secure location.

The following section outlines the overarching TSA Independent Schools “acceptable use” of electronic devices. Site specific class procedures may change as required and determined by the campus staff. In some cases, phones may be required to be stored in a locked secure location during class time.

- If keeping their phones, students are required to switch them off or onto silent mode, and put them out of sight during class, unless expressly permitted otherwise by school staff
- In some cases, mobile phones may be used if given permission by the teacher while doing independent work. If the phone starts to impact the level of work being completed by the student, the student will be asked to hand the device over to the teacher to be locked in a secure location
- Students given permission to utilise an electronic device for educational purposes must sign the [Student Internet and Email Agreement](#)
- Students may only use their phones before and after school and during recess and lunch breaks, unless expressly permitted to do otherwise by school staff
- Students must not take phones or other electronic devices into exams, tests or other student assessments, unless expressly permitted by school staff. Any breaches will be dealt with under TSA Independent Schools Positive Behaviour Policy and Restorative Justice Framework. Students given permission to utilise an electronic device during an exam, test or assessment at TSA Independent Schools must have signed the Student Internet and Email Agreement **prior** to commencing the exam, test or assessment
- Students must not use electronic devices with a camera in any place where a camera would be considered inappropriate. This includes in change rooms and toilets or any situation which may cause embarrassment or discomfort to others
- Students must not invade the privacy of other students or employees of the school by recording (either via photo, video or voice recording) personal conversations or activities without **prior** written permission. Any recordings must not be distributed (for example, posting it on a website) without **prior** written permission
- Any such recording or distribution of material may only be taken or used after the consent of all relevant persons has been expressly and directly gained. Any such recording or distributing without permission will be subject to action under the [Positive Behaviour Policy](#), [Restorative Justice Framework](#) and to potential police investigation
- Students must not use an electronic device to bully other students or school employees. Any such behaviour will be subject to action under the TSA Independent Schools [Bullying Policy](#) and to potential police investigation
- Students are reminded that it is a criminal offence to use an electronic device to menace, harass or offend another person. This includes calls, text messages, instant messaging, social media use, and emails
- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student
- Students should store electronic devices safely and securely. TSA Independent Schools accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school
- Students should only give their phone number out to close friends and family
- Any breaches of this Policy must be reported by students to their teacher

Responsibilities

School Responsibilities

TSA Independent Schools acknowledges responsibility to:

- Develop and implement this policy to ensure that the use of electronic devices by students does not disrupt others, the classroom routine, or the running of school
- Communicate this policy to students/parent/carer and employees
- Keep appropriate student records that monitor and report any issues related to inappropriate electronic device use by students

- Encourage students/parent/carer and employees to contribute to a healthy school culture

Employee Responsibilities

TSA Independent Schools employees have a responsibility to:

- Uphold all school policies
- Take reasonable steps to prevent and respond appropriately to any instances of inappropriate use by students of electronic devices

Parent/Carer of Student Responsibilities

TSA Independent Schools student/parent/carer have a responsibility to:

- Read and understand, and ensure their child reads and understands this policy before the student brings his/her electronic devices to school
- Contact only the TSA Independent Schools front office in cases of emergency or for general reasons as first option
 - This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create greater risk for students

Student Responsibilities

TSA Independent Schools students have a responsibility to:

- Uphold all school policies
- Not engage in conduct prohibited by this policy or that otherwise disrupts others, the classroom routine or the running of school
- Report any breaches of this policy to TSA Independent Schools employees
- Ensure the safety of your belongings
- If playing music through a phone, headphones must be worn, and volume needs to be of an acceptable level and not heard by others in the classroom

Implementation

During induction, the Acceptable Use of Personal Electronic Devices Policy will be discussed with the student/parent/carer. Students are also to read and sign the [Student Internet and Email Agreement](#) at orientation, which outlines the student's responsibilities and obligations in accordance with this policy.

Signs may be placed in the classroom which outline student responsibilities and acceptable personal device use.

Classroom teachers can decide when and if phones may be used at times in class. If they become a distraction or become disruptive to the classroom dynamic, students will be asked to hand in their phones until the end of the school day. If students refuse this request and the phone continues to be a disruption to class activities, the student may be advised that they are not in a space for learning and may be asked to leave school for the day. Parents/Carers will be notified of this action. Possible further action may be taken if this is a continued ongoing problem. Any action will be based on the Restorative Justice Framework and Positive Behaviour Policy.

This Policy will be part of the employee/volunteer orientation process and will be reviewed every two years.

The Internet and Email Agreement will encourage students to contribute to a healthy school culture and ensure that it is a healthy and respectful learning environment by reminding students of their responsibilities, through curriculum and by the using Restorative Justice Framework.

Compliance and Monitoring

TSA Independent Schools will collate and monitor reports of inappropriate use of ICT services through records relating to incidents and follow up conducted; any case notes will be uploaded to SAMIS if appropriate.

TSA Independent Schools will update the school community regarding ICT reporting via the annual general report.