RATIONALE:

Digital and electronic devices such as mobile telephones, tablets, mp3 players, ipods and electronic devices are part of everyday life. Today, smart phones are more than just mobile telephones and can be very useful for learning in a number of different ways. However, use of any digital technology needs to be used appropriately and purposefully with the school and in lessons. Students need to be responsible users of technology and use it as a tool for learning.

OUTCOMES:

- Students are responsible users of digital devices using it appropriately to aid learning in a variety of different ways.
- Students are completely aware of expectations in using digital technology and follow all school guidelines in its use.

PROCESSES:

- Users recognise that mobile phones may enhance security
- Not to be used for disruption to teaching and learning in classrooms
- Used to threaten, bully, intimidate or harass people through the use of SMS, text messages, photographic, video or other data transfer.
- The school accepts no responsibility for students losing their mobile phones through either their own actions or the actions of other students.

EXPECTATIONS

- Digital; and electronic devices are turned off and remain out of sight when they are not part of the class lesson.
- Students are not to make personal calls, respond to calls or send and receive text messages whilst in class.
- Under no circumstances be in possession during an assessment task of examination.
- As a courtesy when in class, on assembly, ear phones are to be removed and placed out of sight.
Acceptable digital, electronic device, computer and internet use

- Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

- Upon enrolment into Liverpool Girls’ High School, parental/carer permission was sought to allow the students to access the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter for students in Years 9-12 and is expected from all students within the school from Years 7-12.

- The Online Communication Services: Acceptable Usage for School Students policy applies to the use of the laptop and internet both on and off school grounds.

Extracts: Online Communication Services: Acceptable Usage for School Students

1. Access and Security

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence;
  - a computer virus or attachment that is capable of damaging recipients’ computers;
  - chain letters and hoax emails.
  - spam, e.g. unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - sexually explicit or sexually suggestive material or correspondence.
  - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
✓ ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
✓ be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

2. Privacy and Confidentiality

Students will:

✓ never publish or disclose the email address of a staff member or student without that person’s explicit permission.
✓ not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
✓ ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

3. Intellectual Property and Copyright

Students will:

✓ never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
✓ ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
✓ ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4. Misuse and Breaches of Acceptable Usage

Students will be aware that:

✓ they are held responsible for their actions while using internet and online communication services.
✓ they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
✓ the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5. Monitoring, evaluation and reporting requirements

Students will report:

✓ any internet site accessed that is considered inappropriate.
✓ any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.

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