



# DIGITAL POLICY

## RESPONSIBLE STUDENT USE OF ELECTRONIC DEVICES

### RATIONALE

At Westside we believe that engagement with up-to-date technology for learning is imperative. Online activity through technology is already embedded in the lives of most of our students and should form part of a quality education relevant for today. In addition, by allowing our students to use personal technology as part of their learning whilst at school we have the opportunity to teach students how to use technology responsibly and equip them with the skills and attitudes of a lifelong learner. We believe that students should ideally be able to access digital information, tools and resources from anywhere at any time as they learn, as a teacher deems appropriate.

While we want our students to be highly skilled in the use of technology, we recognise that to truly educate our students, we must develop a culture that provides a framework within the Christian worldview, as to what constitutes acceptable and appropriate use of this technology. The use of technology at Westside Christian College is for educational purposes. As these devices can also be for personal use it is important that students are aware of College expectations for acceptable and appropriate use whilst at school. In some cases student technology use is guided by specific expectations given to students by a teacher. At other times students must make wise decisions about their online behaviour guided by a sense of good citizenship and responsible use as a member of the Westside community.

### PRINCIPLES

Specialist subjects such as Film, Television and New Media, Music, Graphics, Information Technology Studies and Business Management have specific technology requirements. The College provides these facilities but students can still use their own personal electronic devices in these subjects should they so wish. Personal electronic devices can be used, with teacher permission, in all other subjects as appropriate. The following principles apply:

- The key motivation of using electronic devices is to enhance the learning process and must in no way hamper or interfere with the learning environment.

- Students must display consideration and respect for others whenever use of electronic devices (and affiliated headphones) has been approved by a teacher.
- Electronic devices must never be used in a way that reduces, or threatens to reduce, the safety and well-being of students, or the good order and reputation of the College.
- The security of any electronic device remains the responsibility of the owner and not the College.
- Apps purchased by student/family remain the property of the family.

## **GOALS**

- Electronic devices will be used to facilitate learning by allowing students to:
  - a) access, use, create and publish digital and online information
  - b) develop knowledge, understanding and skills through creativity, critical thinking and problem-solving
  - c) collaborate with others
  - d) communicate their knowledge and learning experiences in a variety of ways.
- Students will use their device as a tool to manage their work and learning.
- Students will develop appropriate IT skills and understandings, including the responsibilities of online citizenship.

## **STUDENT RESPONSIBILITIES**

- Students must bring their electronic device to school each day.
- Electronic devices must be fully charged at the beginning of each school day.
- Electronic devices should be appropriately protected so they can be transported appropriately around campus. A robust case or carrier bag is recommended.
- Apps required by specific subjects should be installed in advance.
- Students must ensure that there is always space on their device for the storage of school-related files.
- Data should be backed up appropriately so as to ensure that important data is not lost.
- A system of file management and file storage should be employed to archive notes and documents related to specific subjects.
- Content inappropriate for school should not be accessed or shown to others while at school.
- Students will be provided with a locker to store their device when engaged in PE or assemblies or on other occasions when their device is not required in class.
- Families must make their own arrangements if they wish to insure the student's electronic device. We advise that parents consult their insurance broker.

## CONDITIONS OF USE

- Contact with parents using electronic devices during school hours should be restricted to genuine emergencies and should only be done with teacher permission.
- Electronic devices must not be used to communicate with students within the College or from other schools without the knowledge and permission of a teacher of the College.
- Internet access on campus should be via the College network. Internet tethering or Personal Hot Spots should not be utilised.
- Devices for capturing images are not to be used without consent of both the supervising teacher and the knowing participants in the image/s. Devices are not to be used in venues where it would be considered inappropriate to capture images, such as change rooms or toilets.
- Lessons or parts thereof, are only to be recorded with a teacher's consent.
- Content recorded or captured at school remains the property of the College. This includes photos, video footage, voice recordings, etc. These images or recordings should not be used outside of the school without the direct permission of the College and the individual/s therein.
- By authorising student use of the College network, the College does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy with respect to the contents of personal files on the College system.
- Morning tea and lunchtimes present an opportunity for students to take a break from schoolwork and technology. It is strongly recommended that electronic devices are not used out of class time.
- Any communication with teachers via email must be restricted to subject-related matters or College activities. Any emails must be sent exclusively to and from College email addresses. Staff will endeavour to respond electronically to students between the hours of 8.30am and 3pm but communication outside that time will be subject to a 24 hour turnaround time. Responses from part-time staff may take a little longer.
- Electronic devices are permitted on campus at the owner's risk. The College accepts no liability in the event of loss, theft or damage.
- Use of the College network is at the owner's risk. The College will not be responsible for any damage users may suffer including, but not limited to, loss, damage or unavailability of data, or for delays or interruptions of service, or for non-delivery of information or materials, regardless of the cause. The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers. The College will not be responsible for financial obligations arising through unauthorised use of the College network.

## **CONSEQUENCES SHOULD THE COLLEGE DIGITAL POLICY BE BREACHED**

When use of an electronic device has been inappropriate, a student will be dealt with according to the College's Behaviour Management Policy. Consequences will vary according to the seriousness of the offence and may include lunchtime detentions, after school detentions, suspensions or exclusion from the College.

In addition, the College reserves the right to restrict access to, or temporarily confiscate, electronic devices if a breach of these policies occurs or if, in the reasonable opinion of a staff member, the use of an electronic device would put others or the College at risk of harm, in a position of liability, or unduly affect the College's learning environment.

The College will co-operate fully with local, state or federal authorities in any investigation concerning illegal activities conducted using the College computers or network.

The use of electronic devices at Westside Christian College is a privilege, not a right. The privilege can be revoked at any time.

## **OUR CLASS TECHNOLOGY AS PART OF OUR CLASS VALUES**

CLASS technology@WCC

**C** care for your computer

**L** leave a helpful digital footprint

**A** always avoid danger

**S** strive for personal e-best

**S** sound sources only