

# Wakefield School

Respect For All

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## Internet, Email, Technology And Communication Devices Policy





# Wakefield School Mobile Phone and Related Technology Policy

## Introduction

As a communication device mobile phones, when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. However, mobile phones have the capacity to have a negative impact on the learning environment and the safety and well being of students.

This policy aims to establish guidelines for the use of student mobile phones within the school environment and aims to set out the responsibility of staff, parents and students.

## What Is Inappropriate Use?

The use of mobile phones in schools should not automatically be of concern. It is only if a mobile phone is used inappropriately that action will be necessary.

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- threatens or is likely to threaten the safety or well being of any person, or is in breach of any law.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Welfare and Discipline Policy.

## Why is the policy at Wakefield School more strict than at other schools?

Wakefield School is a behaviour school that caters for students that have difficulty managing their anger/aggression or inappropriate behaviours. As such, the safety of all students and staff is essential. Mobile phones can be used inappropriately to contact people outside of school who may then pose a risk to the safe operation of the school. It is very important for students not to contact others with their mobile phones during school time. If students do need to contact family members or home during school time our staff are happy to arrange a supervised call to parents or other authorised carers or guardians.



## Guidelines For Use.

- Wakefield School has an expectation that all mobile phones, ipods, personal CD players or other computer game or related technology be handed in to the Senior Administrative Manager of the school as soon as students arrive in the morning. *(This also attempts to ensure that any personal technology is safe and cannot be damaged or stolen by other students. If students refuse to hand in such equipment and it is damaged, lost or stolen during the day, no responsibility will be taken by the school and the school will not be held liable for any loss or redress for cost of such equipment if it has not handed in to the office).*
- If a student refuses to hand in their equipment or states that they do not have any equipment in their possession there are expectations in relation to the school discipline scheme.

If a student is found with the equipment in their possession, either out of their pockets or bag (regardless of whether it is on or not) **1 Warning** will be given.

Students must not lend a phone to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use and will receive **1 Warning**.

If a student is found with the equipment in their possession, either out of their pockets or bag (regardless of whether it is on or not) **for a second time**, the device **MUST** be handed in to a teacher or to the office immediately. If a student refuses they will receive an automatic part-day suspension and parents or carers will be contacted to come to the school. *(If this behaviour is repeatedly occurring a longer suspension may be given)*

***If technology is confiscated, parents or carers will be contacted to come to the school and sign for the equipment. Equipment confiscated will only be returned to an authorised parent, guardian or carer.***

### Responsibility for Mobile Phones

Students bring mobile phones to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage to mobile phones or for investigating loss or damage.





## Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, Walkman, ipods and similar devices.



### Introduction and Reinforcement of Mobile Phone Policy

- Teachers will discuss this policy with classes upon ratification.
- When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy by mail and phone contact.
- The policy will be provided as separate booklet to all students on enrolment.

### Future Directions

If there is an increase in the inappropriate use of mobile phones within the school a register of student mobile phone numbers will be established to assist in dealing with student welfare related incidents that involve bullying, intimidation and/or harassment.





# INTERNET USE POLICY

The aim of this policy is to ensure that the use of the internet in Wakefield School is in accordance with the NSW Department of Education and Training's Policy for Internet and Email Services.

This policy is also aligned with the Values for Australian Schooling:

- Care and Compassion;
- Doing Your Best;
- Fair Go;
- Freedom;
- Honesty and Trustworthiness;
- Integrity;
- Respect;
- Responsibility;
- Understanding, Tolerance and Inclusion.

Wakefield School offers access to the Internet from all classrooms. We believe the Internet provides an opportunity to enhance students' learning experiences across all KLA's K-12 by providing access to vast amounts of information across the world. While the Internet offers great opportunities for educational use, it also contains the possibility of misuse; it is our mission to assist our children, parents and staff in making correct and informed decisions regarding its usage and the value of the information they discover.

## Statement:

Use of the Internet and Email Services provided by the NSW Department of Education and Training is intended for research and learning and communication between students and staff. Access to Internet and Email at school will assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately. Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment. Students using Internet and Email Services have the responsibility to report inappropriate behaviour and material to their supervisors. Students should be aware that a breach of this policy may result in disciplinary action in line with the school's discipline policy.

## Applicability:

This policy applies to all school students (from both public and private schools) who access Internet and Email Services within the NSW Department of Education and Training portal.



## Context:

This policy is in unison with Child Protection, Anti-Discrimination, Anti-Racism, and School Discipline Policies.

## Responsibilities and Delegations:

### 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 Email 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, eg unsolicited advertising material.
- never send or publish: unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- never act by threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
- never use sexually explicit or sexually suggestive material or correspondence.
- Not relay false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and Internet and Email Services is 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 Email 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 Email 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 Email Services.
- the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

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 Training.