

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY 2020

Acceptable Use of Personal Electronic Devices Policy

Purpose

Students are not to use personal electronic devices at St. Michael's College (at the St. Michael's College campus during normal operational hours or on College based activities – camps/excursions).

Students have permission to use personal electronic devices appropriately, while travelling to and from St. Michael's College by bus.

Students failing to comply with this policy may face consequences as outlined in the St. Michael's College Behavior Management Policy.

Scope

Students of St. Michael's College.

References

- [St. Michael's College Acceptable Use of IT Services Policy - students](#)
- [St. Michael's College Student Bullying Policy](#)
- [St. Michael's College Behavior Management Policy](#)

Policy

St. Michael's College is committed to the safe management of privately owned student electronic devices.

The use of personal electronic devices is not permitted at St. Michael's College. Students may use personal electronic devices appropriately, while travelling to and from St. Michael's College by bus.

This policy applies to the management of all types of electronic devices, as defined in *Definitions* below.

This Policy also applies at St. Michael's College (at the St. Michael's College campus), as well as during College activities, such as excursions, camps and extra-curricular activities.

- Any electronic devices brought to St. Michael's College are to be stored in the administration building upon arrival at St. Michael's College. St. Michael's College accepts no responsibility for lost, stolen or damaged electronic devices whilst on College premises, at a College activity, or whilst travelling to and from St. Michael's College. These devices are to be collected from the administration building prior to departure.
- Students found to be in possession of a personal electronic device will have the device confiscated by College staff. The device will be able to be collected from the administration building at the end of normal College hours; unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent/caregiver.
- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.
-

Recording voice and images

- Students must not use any electronic devices with a camera or recording device, in any place where a camera or recording device would normally 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 St. Michael's College by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting it on a website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained. Any such recording or distributing without

permission will be subject to action under the St. Michael's College Behavior Management Policy and to potential police investigation.

Text Communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to Queensland Police Service.

Recording Private Conversations and the Invasion of Privacy Act 1971

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Inappropriate behaviour outside of College hours

Students may receive disciplinary consequences in accordance with the Behaviour Management Policy for bullying or cyberbullying or other inappropriate online behaviour that occurs out of College hours, and affects the good order and management of St. Michael's College.

- Students must not use an electronic device to bully or cyberbully other students or College employees. Any such behaviour will be subject to action under the St. Michael's College Behavior Management 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 and that calls, text messages and emails can be traced.
- Students are advised to only give their phone number out to close friends and family.
- Any breaches of this policy must be reported by students to the Deputy Principal/Principal.

Definitions

Personal technology device – includes all types of mobile and smart phones, smart watches, fitness watches, 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 St. Michael's College, and owned by students.

Recording – includes taking photos, videos and voice recordings.

Responsibilities

College Responsibilities

St. Michael's College acknowledges its responsibility to:

- develop and implement this Policy to prevent students using personal technology devices at St. Michael's College or at College-based activities
- ensure students traveling by bus use personal technology devices appropriately
- communicate this Policy to students, parents/caregivers and employees
- keep appropriate records, monitor and report on any issues related to inappropriate electronic device use by students.

Employee Responsibilities

At St. Michael's College employees have a responsibility to:

- uphold St. Michael's College Policy on this issue
- take reasonable steps to prevent and also respond appropriately to any instances of inappropriate use by students of electronic devices.

Parent Responsibilities



At St. Michael's College parents 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 St. Michael's College
- ensure students are not using personal technology devices at St. Michael's College or at College-based activities
- ensure students hand in personal technology devices to the administration building
- contact only the St. Michael's College front office in cases of emergency. This remains the most vital and appropriate point of contact.
-

Parents cannot contact students on their personal electronic devices while students are attending St. Michael's College.

Student Responsibilities

At St. Michael's College students have a responsibility to:

- uphold St. Michael's College Policy on this issue
- not engage in conduct prohibited by this Policy
- report any breaches of this Policy to the Deputy Principal/Principal.

Policy Release Details

<i>Date of Policy:</i>	Jan 2020	<i>Supersedes:</i>	Previous
<i>Authorised by:</i>	Principal	<i>Date of Authorisation:</i>	Feb 2020
<i>Review Date:</i>	Annually	<i>Next Review Date:</i>	Jan 2021
<i>Policy Owner:</i>	St. Michael's College.		