

POLICY NAME

Digital Technologies Policy



AIMS/PURPOSE/OBJECTIVES

Lyndhurst Secondary College believes the teaching of responsible and ethical use of all digital devices is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time engaged in the use of a wide range of digital technologies. For our students to gain the greatest benefit from the opportunities these technologies afford, students need to engage in safe and effective learning practices.

Extensive research shows that whilst listening to music can improve mood and concentration, it significantly interferes with reading comprehension. Areas of the brain associated with reading comprehension are forced to multitask and are therefore compromised in efficiency. As such, students are not permitted to listen to personal music devices (whether on devices such as iPods, or via other devices, such as mobile phones) in the classroom.

Safe and responsible behaviour with regard to digital devices is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

What is a Digital Device:

A digital device is an electronic device that can receive, store, process or send digital information, examples of which include (but are not limited to) mobile telephones, iPods, tablets, netbooks and computers.

Some online activities are illegal and as such will be reported to police.

At **Lyndhurst Secondary College** we:

- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use digital technologies for educational purposes only

POLICY STATEMENT

The use of personal music devices is not permitted during class. The use of all other digital devices is with the explicit permission of the teacher only and must comply with the conditions outlined below.

When students use their digital device they should:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- ensure the device remains in full view of the teacher whilst it is in use
- stop using the device when the class is being addressed (by staff or students), including closing the lids of netbooks
- protect the privacy of others and never post or forward private information about another person using any form of social media.
- only take photos and record sound or video for approved lesson activities, and never of an inappropriate nature
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space

Cyber-bullying, harassment and the sending of threatening or offensive messages is deemed unacceptable and can be illegal. Consequences may be issued by either the school or the police.

The safe storage of digital devices is the direct responsibility of the student. The school will not take any responsibility for finding, repairing or replacing digital devices that are lost, damaged, or stolen whilst at school.

Failure to comply with this policy statement will result in confiscation of the device for the remainder of that day. Consequences will apply as outlined below.

NB: The classroom teacher should check RISC for previous offences and identify the appropriate steps to take.

First offence – Confiscation for the remainder of the day. Warning given to student by classroom teacher, who will record this on RISC.

Second offence – Confiscation for the remainder of the day. Letter (proforma) to be sent home by classroom teacher. Classroom teacher will record on RISC.

Third offence – Confiscation for the remainder of the day. Classroom teacher to call home and make referral to Sub-School team (via email and record offence on RISC), who will issue an after school detention.

Fourth and subsequent offences – Confiscation for the remainder of the day. Classroom teacher to refer to Sub-School team (via email and record offence on RISC), who may suspend student.

NB: Students who refuse to allow their phone to be confiscated will be referred to Sub-School team (via email and offence will be recorded on RISC).