CLARE HIGH SCHOOL
to seek a worthy goal

RESPECT | INCLUSION | GROWTH

Electronic Device Acceptable Use Policy

VISION: *Clare High School is a learning community that inspires, supports and challenges every young person to engage in achieving success, fostering education, social development and wellbeing.*

First Developed: January 2021

The widespread use of electronic devices is common amongst students and, as a school, we actively encourage the responsible use of computers by students through our Bring Your Own Technology (BYOT) Program. The growing use of electronic devices requires that staff, students and parents understand and accept the responsibility of using these devices in a socially and educationally acceptable manner.

In this Electronic Device Acceptable Use Policy, electronic devices refers to all laptops, computers and their associated hardware whether owned by the school or a student. Clare High School has a separate Mobile Phone Policy and phones are not part of this policy.

The intention of this policy is to create and maintain a technology-rich culture that is in keeping with our values and with legislative and professional obligations. This Acceptable Use Policy is designed to ensure that potential issues with these devices can be clearly identified and addressed, ensuring that the benefits electronic devices provide can continue to be enjoyed by our students without interfering with or hindering personal wellbeing or education.

Whilst the responsible use of electronic devices has an important role to play in 21st century learning, the cyber safety risk to staff and students must be managed appropriately. Examples of cyber risk include bullying or harassing another person online, sending or receiving a threatening message or image, inciting other people to take inappropriate action against another person or group, taking and distributing unauthorised photographs or video footage that breaches Privacy Act laws, and accessing confidential, private or illegal material and distributing it.

GENERAL IMPLEMENTATION:

1. Ownership/Custodianship:

- Clare High School supports a BYOT program that encourages students to purchase a device best suited to their personal needs. Ownership, care and maintenance of the Electronic Device is by the student/family.
- Clare High School manages a Laptop Hire program designed to support those students and families who meet hardship conditions and are unable to purchase a device privately.
- Electronic Devices used primarily for communication (mobile phones) are **not required** for use by students at Clare High School. Families should refer to the Mobile Phone Policy for more specific details relating to this.

2. Possession and Access:

- No student is permitted to use an electronic device at school unless a current Electronic Device Acceptable Use Policy has been signed and received by the school's IT Department.
- Students are permitted to bring an electronic device to school, carry it with them to lessons, and utilise locker storage at other times.
- Electronic Devices must only be used for educational purposes at Clare High School.
- Students may not access their electronic device for private use outside of lesson time.
- All peripheral power equipment (i.e. chargers) must first be tagged and tested by IT Dept before use.

3. Damage or Loss:

- The school accepts no responsibility for the safekeeping, protection or security of any electronic device that a student brings to school other than to provide the student with access to a locker.
- Parents and students should consider whether their device requires insurance and whether specific accidental loss and damage insurance for use outside the home is appropriate for the device.
- The school does not accept any liability for the loss of personal electronic data stored on the school's network.
- In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal may assist in contacting the parents involved to try and seek an amicable and collaborative resolution to the matter. If this is not forthcoming, the school does not have the power to action legal or civil proceedings against a third party. This remains the responsibility of the families affected.

4. Security:

- All electronic devices in use at school must comply with the school's network security protocols.
- Students are not permitted to damage, disable settings for virus protection, spam and filtering that have been applied as a departmental standard on school computers.
- It is strictly forbidden for students to access unauthorised programs and intentionally download unauthorised software, graphics or music that is not associated with learning.
- Passwords and personal account information are to remain confidential and students are not permitted to use each other's network accounts.
- Students must report any security breaches or concerns including any inappropriate content or communication they may receive as soon possible to the IT Department.
- Access to the school's network is tracked and monitored and school staff reserve the right to act on any security matter that contravenes this policy.

5. Privacy and Confidentially:

- Students must not use an electronic device to initiate or forward information deemed inappropriate, containing, but not limited to, a message that was sent to them in confidence, a virus or attachment that is capable of damaging recipients' computers, or any message or issue that presents a cyber risk.

6. Intellectual Property and Copyright:

- Students will not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

POLICY MANAGEMENT:

Staff:

- The use of an electronic device during the school day is at the discretion of teachers and staff. The class teacher will manage the use of electronic devices.
- Staff maintain the right at all times to stop, confiscate, suspend the use of an electronic device and/or report a student to leadership staff, parents and/or police if they suspect the student has committed an E-Crime or Cyber Safety Infringement, or is at risk of doing so.
- Any confiscated electronic device, excluding a suspected serious policy breach or police involvement, will be returned to the student at the end of the school day.
- Any confiscated electronic device kept overnight will be approved by senior leadership and kept by leadership staff (serious policy breach) or Police (suspicion of an E-Crime) for further action or investigation.

Students:

- Students are held responsible for adhering to the conditions of use outlined in this policy.
- Students must use their electronic device as directed by their teacher. This includes both in and out of class.
- Failure by a student to adhere to this policy will result in disciplinary action managed under the school's Student Code of Conduct as well as the withdrawal of access to electronic device use at Clare High School.
- Students must sign the Policy Agreement before they use an electronic device within the school.

Parents:

- Parents will consent to their child using an electronic device under the conditions outlined in this policy.
- Parents will responsibility monitor their child's appropriate use of an electronic device.
- By signing this Policy Agreement, parents agree to the terms of this policy and give permission for the school to implement and manage the Electronic Device Acceptable Use Policy.

CONSEQUENCES FOR POLICY BREACHES:

1. Incident management as per the school's Student Code of Conduct
2. Loss of privileges/access to the school's IT Network
3. Confiscation of an Electronic Device / bans on the use of electronic devices whilst on school grounds.
4. Referral to Police

The school's Leadership Team and Governing Council last ratified this policy in…	2021

ELECTRONIC DEVICE ACCEPTABLE USE POLICY: AGREEMENT

Access to any computing facilities within Clare High School may only be granted once the following agreement has been signed to acknowledge the terms and conditions outlines in the school's Electronic Device Acceptable Use Policy.

Name of Student:	
Current Year Level:	
Date:	
Name(s) of the Parent/Guardian	

We have read and understood the Clare High School Electronic Device Acceptable Use Policy, including the terms and conditions of use contained in this policy document. By signing this agreement, we provide the school with the authority to implement and manage the school's Electronic Device Acceptable Use Policy Agreement and to take action if deemed necessary to uphold the principles of the policy.

We understand that unless this Agreement is authorised, our child will not be permitted to use a personal electronic device whilst attending Clare High School.

This agreement will remain in force for as long as our child is enrolled at Clare High school. If it becomes necessary to add or amend any details of this policy, we will be advised in writing.

Student Signature	**Parent/Guardian Signature**

PLEASE RETURN THIS PAGE TO SCHOOL