



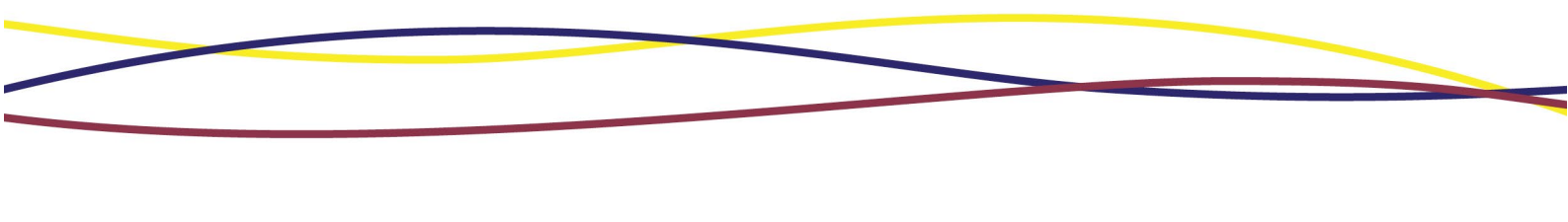
STUDENT DEVICE POLICY

DECEMBER 2021

1. Purpose and Rationale

- 1.1. The widespread ownership of mobile phones, laptops, smart devices, and similar technologies such as tablets, earbuds, watches, and iPods, among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile phones, laptops, and smart devices are used responsibly at school. This Policy is designed to ensure that potential issues involving mobile phones, laptops and smart devices can be clearly identified and addressed.
- 1.2. Dungog High School has established this policy for personal student devices to provide teachers, students, parents and carers with guidelines and instructions for the expected and appropriate use of this technology during school hours. This Policy should be read in conjunction with the Department of Education [Student Use of Digital Devices and Online Services Policy](#).
- 1.3. Dungog High School encourages students to bring personal laptops for learning purposes.
- 1.4. When using a personal laptop in a classroom setting, students will use the school Wi-Fi network to access the internet for learning purposes.
- 1.5. Students at Dungog High School are permitted to use personal mobile phones or smart devices during class time and in learning environments when a prior arrangement has been made with the school executive through the classroom teacher.
- 1.6. Mobile phone and smart device use during class time is defined as – “the phone or device being visible, in use or found to be actively transmitting any information”.
- 1.7. Classroom teachers will have discretion over the use of student devices in the classroom and learning environments. This will be done in accordance with Section 1.5.
- 1.8. Students at Dungog High School are permitted to responsibly use their mobile phones or smart devices during recess and lunchtime, and before/after school.

2. Responsibilities – Students and Parents

- 2.1. Students and their parents/guardians are encouraged to read and understand the Student Device Policy. The school will assume that this is the case should students bring mobile phones, laptops and/or smart devices to school.
 - 2.2. It is the responsibility of students who bring mobile phones, laptops, or smart devices to school to abide by the guidelines outlined in Dungog High School's Student Device Policy.
 - 2.3. If students bring mobile phones and smart devices to Dungog High School they do so at their own risk of damage, loss, or theft.
 - 2.4. If students bring mobile phones and smart devices to Dungog High School, they should have them out of sight in bags, switched off or set to flight mode and stored in a place to avoid distracting others engaged in learning activities.
 - 2.5. The school cannot reasonably take responsibility for the charging of student owned devices. Therefore, this responsibility will lie solely with the student to be completed outside of normal school hours.
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2.6. **Digital Citizenship**

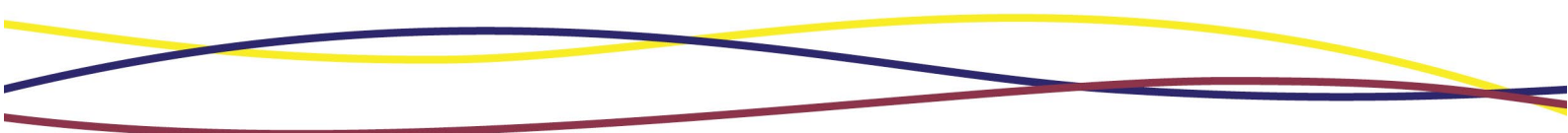
- a. Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- b. Only use your own usernames and passwords, and never share them with others.
- c. Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- d. Understand that software and hardware security measures have been put in place to protect the integrity and security of all school generated data as well as safeguard students from being exposed to inappropriate content available on unsecured internet access portals. Any attempt to mitigate these security measures is a breach of this policy.
- e. Use online services responsibly and only access appropriate content and websites.
- f. Understand that as the owner of a device, responsibility for any repairs or IT support are bound within the conditions of ownership.
- g. Respect and protect the privacy, safety, and wellbeing of others.
- h. Understand that the use of digital communication devices is always pursuant to Section 4.2.

3. **Acceptable Uses of Student Devices at School**

3.1. **Using mobile phones and smart devices responsibly at school:**

- a. Students are to restrict the use of the mobile phone and smart devices to before or after school and during recess and lunch breaks, pursuant to Section 1.5 and 1.7.
- b. Mobile phones or other smart devices are only to be used in a manner consistent with those behaviours outlined in Section 2.6
- c. The use of mobile phones or smart devices at Dungog High School is always at the discretion of the Principal or through the Principal's delegation, in consultation with parents, staff, community and our P&C as necessary to protect students and the learning environment.

4. **Cyberbullying**

- 4.1. Cyberbullying is a matter which is dealt with in accordance with the NSW Department of Education's anti-bullying policy both state and federal legislation. Also refer to [Dungog High School's Anti-Bullying Policy](#).
 - 4.2. Under Section 474.17 of the *Criminal Code Act 1995* (Commonwealth) criminalises the use of a phone or the internet to threaten, harass or seriously offend somebody. A message or post could be considered
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offensive if it is likely to cause serious anger, outrage, humiliation, or disgust.

- 4.3. The use of mobile phones to video, photograph or record other persons must be done in accordance with Section 1.5 and in adherence to Section 4.2. Express written consent must be obtained from all parties involved before using mobile phones for this purpose. Staff should seek all reasonable alternatives before consenting to the use of students' mobile devices. The use of student mobile phone in this accordance would only be permissible in exceptional circumstances.

5. Theft or Damage

- 5.1 Students who bring a mobile device to school do so at their own risk. To reduce the risk of theft during school hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse. Lockers are available for hire from the school office. Dungog High School accepts no responsibility for replacing lost, stolen, or damage mobile phones, laptops, or smart devices.

6. Consequences of Unacceptable/Inappropriate Use

- 6.1 It is a condition under this policy that students who bring their own devices for use at school understand that any breach of the policy could result in:
 - a. Confiscation of property to be returned to student at a time determined by the school executive; or
 - b. Confiscation of property to be returned to the student's parent/carer at a time convenient to both parent/carer and the school executive.
 - c. Restriction of access and use of the school intranet/internet; or
 - d. Restriction or ban of use of own devices at school.
- 6.2 For students who bring their own devices to school, it is assumed that the contents of this policy have been fully read and understood, including the conditions as set out in Section 6.1.

Effective Date: December 2021

