Electronic Devices Policy

Electronic Devices - Use of mobile phones and other devices

The MacGregor State High School Electronic Devices Policy is a segment of the School's Student Code of Conduct.

The following policy is to be used in conjunction with the MacGregor State High School Student Code of Conduct and the MacGregor State High School Prevention and Responses to Incidences of Bullying including Cyberbullying.

DISRUPTION OF CLASSES / PLAYGROUND

- While at school, devices including; phones, wearable technology (including smartwatches), and earphones/headphones are to be turned off and put away. Phone lockers are available for students to keep their devices secure for the day.
- Laptops should be used for educational purposes. Students are expected to follow teacher direction around appropriate use of electronic devices for learning in the classroom.
- Under no circumstances will the school accept responsibility for the loss of any personal items.
- MacGregor has a zero tolerance to Cyberbullying (see associated Cyberbullying policy).
- If use of a device causes a disruption to learning, staff will follow the appropriate school step process for support and intervention.
- Consequences for inappropriate use will range from a warning to an after school detention, to suspension or exclusion depending on the circumstances surrounding the incident.
- During exams devices are to be turned off and kept in school bags.
- Speaker use for playing sound/music in the playground is not permitted unless a teacher gives permission for use during a teacher supervised curriculum activity.

DEVICES AWAY FOR THE DAY PROCESS

- From January 2024, there is a state-wide policy of devices (phone, wearable technology including smartwatches, earphones/headphones) being away for the day.
- It is the student's responsibility to use the opportunity before school to lock devices away in phone lockers. It is also the student's responsibility to collect the device from the locker at the end of the school day.
- If a student is found to have their device out during the day, the device is to be confiscated.
    - In the first instance, it is taken to student services and locked in a phone locker for the remainder of the day.
    - In the second instance, it is taken to student services and locked in a phone locker for the remainder of the day. An after school detention is also issued.
    - For all future instances, it is taken to student services and locked in a phone locker until a parent/carer is able to attend school and collect it. An after school detention is also issued.
- Defiance relating to this policy will be dealt with in line with the school's Student and Teacher Engagement Process, as outlined in the Student Code of Conduct.

MACGREGOR STATE HIGH SCHOOL NETWORK USAGE AND ACCESS GUIDELINES

- The school computer network (including internet and email access) is provided to students for educational purposes only.

EXPECTATIONS OF STUDENTS

Usernames and Passwords:
- You will be issued with a username (account) and password that are for your use only.
- Passwords must be over 7 characters in length and must include a mix of letters, numbers and symbols (! ? $). For example – Ex@mp!el
- The system requires that you change your password regularly. You may not use any of your previous 13 passwords.
- Under no circumstances should you share your password. If you believe that your password has been compromised or you have forgotten it, you must ask a teacher to reset it.

Use of the Internet:
- Education Queensland provides a managed internet service to students. Filtering is in place to provide safe and secure browsing to appropriate web sites. Let your teacher know immediately if you find an inappropriate site.
- Attempting to bypass internet filtering (or searching for means to do so) is a serious breach of school computing rules. If you encounter any emails or web sites offering to bypass security (proxy sites), inform your teacher immediately.
- All internet activity is tracked by the filtering service and logged. These records may be accessed by school administration at any time. Inappropriate internet use will result in your access being suspended.
- Maintain your privacy at all times. Never reveal your home address, phone numbers or photo on internet sites. Do not reveal these details of other students either.
- In order to maintain equitable access for everyone, a monthly download limit of 1000MB is provided to students.

Acceptable/ Appropriate Use/Behaviour by a Student:
- The use of computer and Internet resources at Macgregor State High School is a privilege not a right. Inappropriate use will result in suspension of those privileges. Additional disciplinary action will be taken in line with the MacGregor State High School Responsible Behaviour Plan for Students Step Process.
- Do not search for or try to access sites relating to pornography, graphic violence or terrorism.
- Students are not permitted to use their devices for gaming during lessons unless directed for learning.
- You accept personal responsibility for your behaviour while using the school's computer facilities. It is important that you do not loan your network username to another student as you are accountable for all activities conducted on your account.
- Report any misuse or damage of the computer network by others to your teacher. Misuse includes vandalism, theft, security breaches or inappropriate use of email or the Internet.
- You must not copy any school software. To do so is regarded as theft. Nor can you install or run software on school computers.
- Use of software programs, apps or internet sites (including email) during class time must be approved by your teacher.

- Each computer laboratory has guidelines and procedures for computer use including logging on and off, printing, software and hardware use and what can be brought into the room. It is your responsibility to be aware of and to follow these guidelines.
- Secure your work. Ensure all work is saved two places (eg. H: drive and USB).
- Ensure you log off the computer at the end of each lesson. Do not leave your computer for a long period of time without locking the screen. See your teacher if you find a computer left logged on.
- Social media sites like Facebook, Twitter or Instagram are not permitted at school.
- Web based chat rooms and mailing group services are not to be accessed at school.
- Cloud storage like Dropbox and Google Drive are currently blocked at the request of the Education Department due to security concerns.

Use of Email:
- You have been provided with a school email address to use for everything related to your studies.
- Students may not use their email account to create social or chain messaging. If a student becomes involved in an email chain they should not respond and report the chain to their YLC.
- Only use your school provided email while at school. Web based email services like Hotmail or Gmail should not be accessed at school.
- Email is a very useful communication tool - always be polite and use appropriate language. Abusive or vulgar language (swearing) and violent language will trigger the filters to report you to administration, and further action will be taken in line with Set Process.
- Antisocial behaviour or language and harassing other students (bullying) is not appropriate or acceptable.
- In order to preserve bandwidth, there is a size limit to email attachments of 5 MB.
- The school reserves the right to block student's access to their email account if any of the above is breached.

BRING YOUR OWN DEVICE (BYOx) STUDENT EXPECTATIONS

- My device is a learning tool that is used to enhance my classroom experience. My device is to be used at the instruction of my classroom teacher.
- Students who have commenced their education at MacGregor State High School from 2018 are expected to have a laptop as their BYOX device. *Check enrolment details and ensure that they match
- Ensure my device is fully charged at the beginning of each school day.
- Use my device for educational purposes only, and only to be used when instructed to do so by teachers using only the apps that I have been instructed to use.
- I will only use my device to communicate with others when instructed to do so by my teacher and in reference to school work.
- Only use my device during exams when instructed to do so.
- Using the camera or video functions will only occur if I am instructed to do so by my teacher.
- I am responsible to keep my device safe and secure, this includes keeping my device in my school bag when moving about the campus.
- I will not share my device. It is my responsibility to keep my device secure at all times.

Communicating with others (communication tool)

- Retrieve/browse only information which is relevant, appropriate and acceptable to the school community.
- Respect others in all communication, always being aware of my Digital Footprint. This includes all emails, Learning Place discussion boards, Learning Place forums and Learning Place wikis.
- Access only my school provided email account when emailing teachers and other students and only communicate using the device when instructed by a teacher.
- Only use file sharing abilities (such as airdrop) when instructed by a teacher.

Digital Footprint and Cyber Safety

- The digital footprint I leave represents who I am as a person.
- Not allow any other student to use my device or personal internet connection. Social media applications are not to be accessed at school.
- Back-up all of my school work. Equipment failure is not a valid excuse for not handing in assessment.
- Not attempt to connect my device to the school network and its resources in any way.
- Maintain the privacy of my home address, telephone number or any credit card or pin number and not disclose any of these details over the internet.
- Observe all copyright laws, including those relating to computer software, music and videos.
- Refer to MacGregor State High School Prevention and Responses to Incidences of Bullying including Cyberbullying.

Refer to MacGregor SHS Prevention and Responses to Incidences of Bullying including Cyberbullying in our School Student Code of Conduct (pg. 19-) for further information.