



ELECTRONIC DEVICE POLICY

Introduction

This policy covers the appropriate use of electronic devices at Newcastle High School (NHS) as well as appropriate use of the network resources, internet and email system provided at NHS.

All of these have the potential to be incorporated into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm. For the well-being of students, electronic devices should be used to build health and feelings of safety, not distracting students or impacting upon them by missing work, being caught up in negative comments or being focused on their device instead of people or other parts to their life.

Newcastle High School acknowledges that:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety in travelling to and from school.
- There may be some times during school that electronic devices may be used for lesson delivery and educational engagement. A decision to use an electronic device will be under the explicit direction and supervision of the classroom teacher.

Electronic devices include:

- Portable devices.
- Network, Internet and email usage

1. Portable devices

Mobile phones, digital cameras, MP3 players/iPods, iPads, tablets, game consoles and other similar devices.

- The device is the student's responsibility. NHS will not accept any responsibility for the security, loss or damage of the device while in the student's possession.
- During class all devices are to be turned **OFF AND AWAY** in the student's bag, unless approved by class teacher using the YES / NO poster.
- Students should not use the device to record images, video or sound (unless under explicit teacher instructions).
- Students should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material.
- **Students should not use the device to contact a parent or caregiver during school hours. All such calls or messages should be made from the School Administration Office. Emergency contact should only be made through the Administration Office.**
 - a) Junior Students (Years 7 – 10)
 - The devices are only to be used in accordance with teacher instructions and only used for educational purposes. For example, Music class, filming sports for feedback, reading books
 - No music during class time
 - b) Senior Students (Years 11 – 12)
 - The devices are only to be used in accordance with teacher instructions.
 - A student requiring a connection of a personal laptop or tablet computer will need to see the Head Teacher Computing Studies (Mr Biddle) for necessary agreements and organise a time for connection to take place.
 - Students may listen to music during study period lessons, setting their playlist, and then leaving their phone alone.

2. Network, Internet and email usage.

Network Resources

NHS provides students with secure storage on the school's network as well as access to some printers in the school.

- Network storage is capped for each student. When this limit is reached the student will not be able to save any more files to the school server.
- Students should only use the network storage for school based work and resources.
- Students should not save inappropriate or offensive material or games on the school's network.
- Students should not store programs on the school network.
- Printing should only be done with the permission of a teacher.

Internet

NHS provides filtered internet access for students across the school for use in class. This internet service is filtered by the NSW DoE and is intended for research and learning and communication between students and staff.

- The Internet is to be used for educational purposes.
- Students are not to access, download or distribute inappropriate offensive or prohibited material.
- Students will not download any material that represents a breach of copyright law.
- Students will not use Wi-Fi to connect devices to unfiltered internet.

Email Usage

NSW DoE provides each student with their own email address and webmail service. This is accessible through the DoE student portal. The use of this service is outlined in the DoE's internet and email usage policy.

Consequences of a breach of this policy may include:

- Confiscation of the device for collection from the Deputy Principal at the end of the school day.
- Confiscation of the device until such time as a parent or caregiver is able to attend school to collect the device or pending an interview between the student, parent or caregiver and the Deputy Principal or Principal.
- Loss of internet and network privileges for a period of time.
- In cases of bullying, harassment or threatening behaviour, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police will be involved.
- In cases of refusal to hand over the phone, school-based discipline will be followed.
- Recording of inappropriate activities will be dealt with as a serious breach of the school's behaviour systems.

Devices confiscated will be:

- Turned off by the student.
- Placed in an envelope with the student's name marked on it. Usually the HT will collect to take.
- Taken to the Deputy Principal or Principal and locked in the school safe.
- Device can be picked up at the end of the school day or when student is leaving for the day.

Per term

First Offence: Sentral entry & warning. Student to collect at the end of the day.	Second Offence: Sentral entry, pre-suspension letter and lunch detention. Parent to collect device.	Third Offence: Suspension for Continued Disobedience. Student is banned from having device at school for remainder of term.
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