



Digital Device & Online Services Policy (inc Mobile Phones)

Version 2.1

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Policy Pertains to:	Board; Principal; Staff; Students

Version History

Version	Date	Notes
1.0	Feb 2011	Draft Document
1.1	Mar 2014	Reissued without amendment
1.2	May 2016	Reissued without amendment
2.0	July 2023	Updated and renamed from Computer and Internet Policy & Mobile Phone Policy
2.1	April 2025	Addition of Smoothwall Monitor Procedures

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Important related documents:

Student Welfare Policy

Child Safe Framework

Staff Code of Conduct

Student Code of Conduct and School Rules

Anti-Bullying Policy

Behaviour Management Policy

Privacy Policy

References: Australian Mobile Telecommunications Association Developing an Acceptable Use Policy for Mobile Phones in Your School



VISION STATEMENT

A Christ centred learning community exploring and impacting on God's world

MISSION STATEMENT

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

1 INTRODUCTION

Richmond Christian College acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students in learning how to use technological devices in safe, responsible and respectful ways.

2 PURPOSE OF THIS DOCUMENT

This document sets out the policies and procedures for student use of digital devices and online services including mobile phones at Richmond Christian College.

3 TABLE OF RESPONSIBILITIES

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Principal	
Implement the policy within the school	Executive CPL Program & Calendar
Review the policy in collaboration with school community	Calendar of Policy Review
Heads of School	
CPL weeks: communicate policy and procedures to teachers in their faculty	Executive CPL Program & Calendar Faculty meetings
In absence of Welfare Coordinator, assess and follow up Smoothwall Alerts.	
Respond to and investigate inappropriate use of digital devices and online services	Records of investigations; secure confidential files on server
Communicate with parents and carers the strategies to promote their children's safe use of digital devices and online services	Tidings
Report any inappropriate use of digital devices and online services to the Principal	Records of reports
Welfare Coordinators	
Assess and follow up Smoothwall Alerts and report to Head of School if significant breach	Records of reports
Teachers	
Model appropriate use of digital devices and online services	Staff Code of Conduct
Report any breaches and incidents of inappropriate use of digital devices and online services	Records of Reports
School staff	
Be aware of the policy and act in line with the conduct described in it	Staff Code of Conduct
Report any inappropriate use of digital devices and online services to the Head of School	Records of reports
Students	
Use digital devices and online services in safe, responsible and respectful ways, as described in the Student Code of Conduct and School Rules and support their peers to do the same.	Student Code of Conduct; Discipline records
Parents	

Support their children to develop responsible on-line behaviour

4 DEFINITIONS

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

5 POLICY

- a) This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.
- b) Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.
- c) Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.
- d) Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.
- e) Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.
- f) Richmond Christian College does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

6 GENERAL PROCEDURES

6.1 Creating Safe Digital and Online Learning

- a) Age appropriate programming will educate students to exercise digital responsibility in the appropriate use of technology
- b) The school maintains a cloud-based student safety and device management software that provides web filtering and real-time scanning of school email addresses, Google Docs and Drive for signs of cyberbullying, suicide, nudity and violence
- c) Teachers are able to view student Chrome browser activity and access student's work in G Suite through Chromebook monitoring software
- d) Staff will receive training in this policy and acceptable use of technology in the classroom
- e) All students are issued school email addresses to log in to devices and Chromebooks are allocated to students through Google Admin from Year 3 – 10 to enable monitoring and disabling of devices where required.

6.2 Communication

- a) The Heads of School will communicate with parents and carers the strategies to promote their children's safe use of digital devices and online services through Tidings, website, Facebook etc as appropriate.

6.3 Investigating and Responding to Inappropriate use of Digital devices and Online Services

- a) Inappropriate use of digital services will be reported to the Head of School and Principal
- b) The Heads of School, Welfare Coordinators, Deputy Principal and Principal receives email notifications from the web filtering and scanning provider of all items raised for attention. For Senior and Middle School the Welfare Coordinators will follow up notifications and/or refer the notification to the Head of School if the breach is significant. Notes will be added to the Pastoral Care records on TASS as appropriate.
- c) Investigations must be undertaken in a timely manner and should seek to minimise the risk of further harm
- d) Serious issues will be reported to the Board

6.4 Student Expectations

- a) Students will use technology for school learning only, including the creation of materials.
- b) Students will log in with their own username and not share passwords with other students
- c) Devices must not be logged in and left unattended
- d) Students must inform the teacher of any material or activities that may put them or anyone else at risk including content that is suspicious, harmful, is inappropriate or causes discomfort
- e) Students will not share personal information or the personal information of others online without permission of a teacher including name, address, school, email address or phone number
- f) Students will not hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings
- g) Only use online services in the ways agreed to with the teacher and in accordance with school rules and instructions
- h) Only access appropriate content and websites
- i) Students will not harass or bully other students, school staff or anyone including cyberbullying (refer Anti-bullying Policy)
- j) Students will not send whole class/year level/school emails.
- k) Students will not send or share messages or content that could cause harm, including things that might be:
 - o Inappropriate, offensive or abusive;
 - o Upsetting or embarrassing to another person or group;
 - o Considered bullying;
 - o Private or confidential; and/or
 - o A virus or other harmful software.
- l) Student issued Chromebooks must be brought to school fully charged each day
- m) Students will report any breakages or damage to a staff member

6.5 Parent and Carer Responsibilities

- a) Educate their child/ren and model behaviours that underpin safe, responsible and respectful use of digital devices and online services
- b) Support implementation of the school policy and procedures
- c) Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.

7 MOBILE PHONE GUIDELINES

7.1 Purpose

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools. These guidelines are designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our students.

Richmond Christian College (RCC) has established the following procedures for acceptable use for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

Students, their parents or guardians must read and understand these guidelines before students bring mobile phones to school.

These guidelines also apply to students during school excursions, camps and extra-curricular activities.

7.2 Personal Safety And Security

RCC accepts that parents give their children mobile phones for a variety of reasons, including to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

As such, the School seeks to support and promote the responsible use of mobile phones (including portable communication technology such as smart watches) through the following responsibilities and procedures.

7.3 Responsibilities

- a) It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- b) The decision to provide a mobile phone to their children should be made by parents or guardians.
- c) Parents should be aware if their child takes a mobile phone to school.
- d) Permission to have a mobile phone at school while under the school's supervision is contingent on parent/guardian permission. Parents/guardians may revoke approval at any time.

7.4 Acceptable Uses

- a) Mobile phones should be switched off and kept out of sight during school time. Exceptions may be permitted in exceptional circumstances if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Head of School. Parents are reminded that in cases of emergency, the school office remains the most appropriate and effective point of contact to ensure your child is reached quickly and assisted in any appropriate way. Similarly, students are to contact their parents through the school office during school hours, not via their mobile phone.
- b) If a student needs to make a call on their phone they must seek permission and the call must be made in the presence of a teacher.
- c) Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- d) At the teacher's discretion and with their permission only, phones may be used to assist in learning activities.
- e) Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

7.5 Unacceptable Uses

- a) Unless express permission is granted, mobile phones should not be used during school time.
- b) Mobile phones must not disrupt classroom lessons in any way.
- c) Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- d) It is forbidden for students to use their mobile phones to take videos and pictures of other students or send such pictures to other students or upload them to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- e) Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

7.6 Theft Or Damage

- a) Students should mark their mobile phone clearly with their names.
- b) Students who bring a mobile phone to school should leave it locked away in their locker or securely in their bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- c) Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.
- d) The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

- e) The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school or during school excursions, camps and extra-curricular activities.
- f) It is strongly advised that students use passwords/pin to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin confidential. Mobile phones and/or passwords must not be shared.

7.7 Sanctions

- a) Students who infringe the rules set out in this document may have their phones confiscated by teachers. The mobile phone will be held in a secure location at the School Office.
- b) The initial confiscation of the phone will be until the end of the school day. The second confiscation will be overnight and returned at the end of the second day. The third occurrence will result in 3 nights confiscation and a meeting with the Head of School prior to return of the phone. The fourth confiscation will be for one school week followed by a meeting with the Principal. Support from parents in these matters is essential. If a parent requires their child's phone to be returned appropriate arrangements would then be made for the parents to collect the mobile phone after consultation with the Head of School.
- c) Repeated infringements may result in the withdrawal of permission to allow the student to bring the mobile telephone to school.
- d) As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.