



## Acceptable Use Policy

### 1. Purpose

- 1.1 Students have access to a range of technology including mobile telephones, smart phones, iPads, tablets, laptops, wearable devices and other personal technologies. Whilst new and emerging technologies can enhance and support learning, when these technologies are misused by students they can be disruptive to teaching and learning and, in some cases, cause harm.

### 2. Responsibility

- 2.1 On enrolment, parents / carers are to read and action the 'Online services' section on page 13 of the enrolment form.
- 2.2 Student and parents / carers of Year 5-12 to read and sign the APCS BYOD Student Agreement on enrolment. In primary school, parents of Stage 3 students must submit this to their child's class teacher before bringing a digital device (BYOD) to school.
- 2.3 Students, parents / carers and staff need to be aware that all personal technologies including smart phones, tablets, laptops and smart watches are brought to school at their own risk. The owner of the personal technology has full responsibility for the safety and security of their personal technology device. The school does not accept responsibility for the loss or damage of personal devices.
- 2.4 The use of digital devices by primary school students is not permitted whilst on school premises unless approved by the principal or teacher for an educational purpose, or as part of a reasonable adjustment for student learning and wellbeing.
- 2.5 If a device is found it is to be handed to a staff member or to the administration office.
- 2.6 The owner of the technology device is responsible if someone accesses or uses the device without permission.

### 3. Appropriate use in the Classroom

- 3.1 Primary students must hand in their digital device to a class teacher at the beginning of the day. High school students' mobile phones are to be switched off and put out of sight
- 3.2 Students are able to use a mobile device in class only with the direct permission of the staff member responsible for that lesson. No pressure is to be placed on staff to agree. Examples of appropriate use of a phone with teacher permission include:
  - a) Completing internet research
  - b) Using educational apps including calculators, stopwatch, thesaurus etc
  - c) Using headphones only during individual work
  - d) Taking or viewing photos or video within the context of the learning
  - e) Reading digital books in class (eg e-readers)

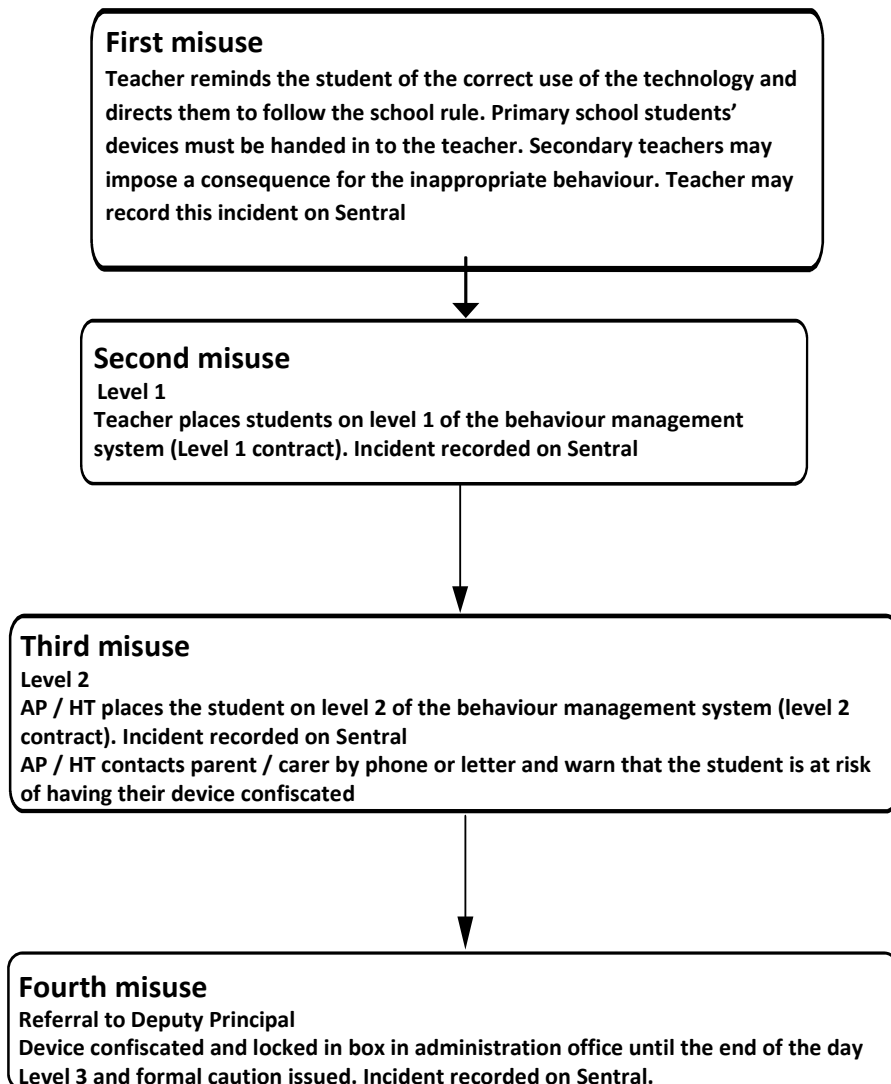
## 4. Inappropriate use of personal technologies

### 4.1 Inappropriate use of personal technologies

- a. Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- b. Threatens or is likely to threaten the safety or wellbeing of any person
- c. Is in breach of any law (refer to the APCS Student User agreement)
- d. Primary students are not permitted to use mobile phones and devices in the playground

## 5. Action for inappropriate use

(refer to the APCS Student behavior management system)



If students use mobile phones or digital devices inappropriately, the Principal or delegate has the right to take action. Depending on the circumstances action may include:

- a. Confiscating mobile phones from individual students
- b. Requiring students to hand in their mobile phones to designated school staff at the beginning of the school day for collection when students go home
- c. Applying student disciplinary provisions
- d. Reporting the matter to the police

Phones will be immediately confiscated if they are used illegally, or if the breach is of a serious nature. Repeated refusals will be considered as consistent disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DEC and school processes