



MAGDALENE CATHOLIC HIGH SCHOOL

"Because I have seen the Lord"

Digital Audio, Communications and Image Capturing Devices Policy

Acceptable use policy

This policy governs the acceptable use of all digital devices within the school and at school sanctioned events. For the purpose of this policy "Digital devices" include but are not limited to: Mobile Phones, Ipads and tablet computers, Digital Cameras, Personal Music devices, Video cameras, Sound recording devices.

Note: This policy does not cover the use of computers / notebooks issued or controlled by the school. See separate policies for information about acceptable use of notebooks, email and Internet. It does however include all other personal digital devices brought onto school premises.

Rationale:

Continued advances in modern technologies have provided society with a wide range of devices for communication and the capturing of information in various digital forms. Such devices can be useful educational tools when used in an ethical manner, but unethical or inappropriate use can undermine the dignity of the human person, impact on educational outcomes and lead to bullying and harassment. This policy provides a framework for the management and ethical use of such devices within our school community.

Guidelines:

1. Students bring personal digital devices to school at their own risk
2. Personal digital devices including mobile phones should be switched off upon arrival within the school grounds at 7.55am. These devices can be switched on once the student is dismissed from their final school obligation of the day. (E.g. last lesson or at the conclusion of an after school lesson or detention)
3. Students can voluntarily sign devices into the front office for safe keeping during the day and collect them from the office after Period 6
4. All digital devices should be used under the supervision or guidance of a teacher, staff member or nominated adult whilst on school premises or when attending

school-sanctioned events. The use of such devices will be for learning purposes. Permission must be granted before use.

5. Digital image or sound capturing devices can only be used by an individual student to capture personal information; or images of a person, or recordings of a person where agreement or permission has been sought with the individual in the image or with whom the information relates. The use of such images or information will be for educational or school purposes only. Agreement or permission must be gained from the subjects of the image or recording.
6. Students detected using a digital device without permission from a teacher or staff member will have that device confiscated until **the end of the next school day**. The device will be signed into the office by the staff member who confiscated it and kept there for the duration of the confiscation. **Students will be able to sign the device out of the office after Period 6** on the day the confiscation period ends. Parents will be informed of the confiscation via the school diary.
7. The capturing or storage of images or information that may be defamatory, demeaning indecent or offensive; used for bullying or harassment; or are unlawful is strictly prohibited at school or on personal devices. The school will invoke serious consequences for students detected having involvement in the capture, transfer or storage of such images.
8. If the school has reasonable suspicion that a student's digital device contains objectionable material, the device will be confiscated and the matter referred to the relevant coordinator.

Additional Notes

1. Students needing to contact parents, carers or family members in cases of emergency during school hours should do so through the school office or through their year coordinator only.
2. Students sign a privacy statement on enrolment for the capturing of images by the school for school use.
3. A stamp will be placed in the student diary by the confiscating staff member. The confiscation period will not commence until such stamp is issued with a time and date. When the student comes to collect the device the stamp must be shown to office staff and then signed by the office staff when the device is returned.

Discretion

For the purposes of this policy objectionable or offensive materials includes but is not limited to the following:

Compositions, graphics, video or sound clips that contain, promote or condone any of the following:

- Illegal drug images or references
- Satanic references
- Nudity
- Sexually explicit images, references or lyrics
- Use of guns, knives or weaponry
- Blasphemy or blasphemous images or references
- Racist, sexist or violent images, references or lyrics
- Swearing
- Any content which is not in keeping with the Catholic teachings or ethos of the school

Supporting Documents

1. NSW Photography Rights and Legal Issues (online at <http://4020.net/words/photorights.php>)
2. AMTA – Developing an acceptable use policy for mobile phones guide
3. CEO Wollongong ***Creative Arts Subject Matter Statement***

Evaluation

The policy will be reviewed in 2015