

"Honour Above Honours"

# Biloela State High School

Locked Bag 2, Biloela 4715 Ph: 07 4992 8666

Email: [admin@biloelashs.eq.edu.au](mailto:admin@biloelashs.eq.edu.au)

Web: <http://biloelashs.eq.edu.au>

Facebook: Biloela State High School

ABN : 535 684 234 76

## ELECTRONIC DEVICES POLICY

### Rationale

Biloela State High School acknowledges that:

- electronic devices and the development of student's technological skills are important in developing 21<sup>st</sup> century learners in a digital world.
- the inappropriate use of electronic devices at school is disruptive to the teaching and learning environment and good order and management of the school.
- electronic devices are also effective communication tools for parents/carers and provide peace of mind about the safety and security of their children, especially when normal routines of arriving to and leaving school may be varied.
- face-to-face interaction is an important part of a student's social skill development.
- excessive screen time can be detrimental to individual's health.

### Approved Devices

For the purposes of this policy, school approved electronic devices are:

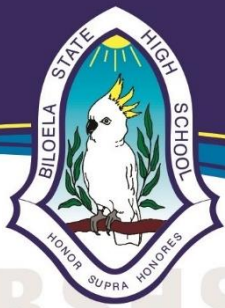
- desktop computers, laptops, tablets and cameras provided by the school.
- personal electronic devices that meet the Bring Your Own Device (BYOD) minimum requirements:
  - Laptop or tablet (with keyboard) with a minimum 4GB RAM.
  - Windows 8 / Windows 10 / Mac OSx 10.12.x operating system or newer.
  - Minimum of 128GB total storage (SSD or HDD). 256GB is preferable.
  - Wi-Fi 802.11n/ac or better (5Ghz).
  - Minimum battery life of 6 hours.
  - At least 1 USB port.
  - Video (HDMI or VGA) and Audio (3.5mm jack) Output.

For the purposes of this policy, all other electronic devices are not school approved, this includes but is not limited to:

- Mobile phone.
- Smart watch.
- Camera.
- iPod.
- Bluetooth devices.
- iPad/Tablet (that does not meet BYOD requirements).
- Laptop computer (that does not meet BYOD requirements).

### Use of Electronic Devices

School approved electronic devices may be appropriately used in the classroom when it is a planned part of a teaching and learning activity and organised by the teacher.



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School approved electronic devices may be appropriately used in the library at lunch times for learning purposes.

***At all other times, school approved electronic devices are to be turned off and placed out of sight.***

***Devices that are not approved by the school are to be turned off and out of sight between the hours of 8:45am (first bell of the day) and 3:00pm (last bell of the day) and during all school events.***

## **Music**

Listening to music at school is prohibited. An exception may be granted if the use of music is part of a teaching and learning activity.

## **Prohibited Items**

Sound devices are prohibited from school. For the purposes of this policy, sound devices include but are not limited to:

- Earphones.
- Boom boxes.
- Bluetooth speakers.

## **Back-up of Student Work**

Students are required to back-up their work using the school network, USB or other means on a regular basis.

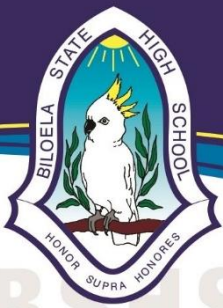
## **Security of Device**

Students are urged to ensure the security of their personal electronic devices at school, as with other valuables. Personal electronic devices are used at the owner's risk. The school does not accept liability for the loss, theft, or damage to personal electronic devices brought to school.

Students can voluntarily hand in their personal electronic device at the school office for safekeeping. Devices must be handed in before 8:45am and collected after 3:00pm.

## **Use of Computer Laboratories/School Laptops:**

- Students must be accompanied by a teacher at all times.
- Students must not move equipment.
- Prior to using a computer laboratory, teachers must have:
  - Read the Electronic Devices Policy.
  - Read the ICT Acceptable Use Agreement.
  - Recorded their booking on the School Online Booking System (SOBS).



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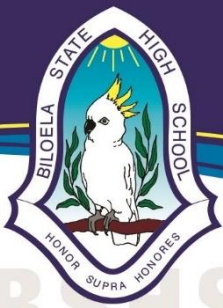
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- Assigned each student a computer and complete the Seating Plan document for each laboratory. This form is available on the Staff SharePoint.
- Submitted the Seating Plan document to the Computer Technician by email.
- Prior to using a computer laboratory, students must have:
  - Read the Electronic Devices Policy.
  - Read and signed the ICT Acceptable Use Agreement.
- Each lesson the teacher commences by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor and tower and immediately reports faulty or damaged equipment to the Computer Technician through the Service Centre Online.  
[https://qlddet.service-now.com/sco/?id=sc\\_cat\\_item&sys\\_id=eb03f09e4f3e8344238c1d801310c7a3](https://qlddet.service-now.com/sco/?id=sc_cat_item&sys_id=eb03f09e4f3e8344238c1d801310c7a3)
  - Amending their Seating Plan to include students who are not sitting at their allocated computer for any reason. A copy is submitted to the Computer Technician by email at the end of the lesson.
- Each lesson the student commences by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor and tower and immediately reports faulty or damaged equipment to the teacher.
- Each lesson the teacher concludes by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor and tower and immediately reports faulty or damaged equipment to the Computer Technician through the Service Centre Online.  
[https://qlddet.service-now.com/sco/?id=sc\\_cat\\_item&sys\\_id=eb03f09e4f3e8344238c1d801310c7a3](https://qlddet.service-now.com/sco/?id=sc_cat_item&sys_id=eb03f09e4f3e8344238c1d801310c7a3)
  - Ensuring rooms is locked and secured and all equipment is returned to the correct location.
  - Pushing chairs in and leaving the room in a tidy condition.
- Each lesson the student concludes by:
  - Monitoring the proper functioning of the mouse, keyboard, monitor and tower and immediately reports faulty or damaged equipment to the teacher.
  - Turning of the computer at the end of the day.

## AB Tutor

All school approved electronic devices must be connected to the school network and are required to have AB Tutor installed and running whilst the device is in operation.

AB Tutor is a classroom management software tool that allows school staff to effectively manage networked classrooms and computer laboratories through real-time remote screen watch and control.



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## Images and Recordings

Students are not permitted to take or transmit images, videos or audio recordings at school using an electronic device.

An exception may be granted if a teacher has approved the use of a school provided electronic device to take images, videos or audio recording as part of a teaching and learning activity. In these instances, the teacher will provide the students with an Image and Recording Pass for the lesson. These images, videos or audio recording may only be used for the approved curriculum activity. All images and recordings must be deleted from electronic devices at the conclusion of the curriculum activity.

## Contact

***Between the hours of 8:45am (first bell of the day) and 3:00pm (last bell of the day), all personal electronic devices not approved by the school are to be turned off and out of sight.***

If parents/carers need to convey a simple message to their child/ren, a text message/voicemail can be sent. Students are permitted to turn on their personal electronic device and check for messages before 8:45am and after 3:00pm. For the purposes of this policy, a simple message includes but is not limited to:

- Catch the bus home.
- Your brother/sister has gone home sick.

If parents/carers need to convey an urgent message to their child/ren, they need to contact the school office.

## Consequences

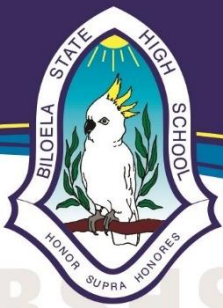
Where a school approved electronic device is found to have been used inappropriately, the following consequences may apply:

### Minor offences

- Teacher verbally redirects the student.
- Teacher redirects the students through AB Tutor.
- Teacher instructs the student to log off the electronic device.
- Teacher records the offence in One School.
- Teacher issues an appropriate consequence in accordance with the school's Responsible Behavior Plan for Students.
  - Phone call home.
  - Detention.

### Repeated minor and major offences:

- Teacher verbally instructs the student to shut down the electronic device.
- Teacher remotely shuts down the electronic device.



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- Teacher records the offence in One School and refers it to the appropriate member of the Leadership Team.
- Leadership Team issues an appropriate consequence in accordance with the school's Responsible Behavior Plan for Students.
  - Phone call home.
  - Detention.
  - Removal of student ICT privileges for a period of time.
  - Extended withdrawal.
  - Suspension from school.
  - Restitution.

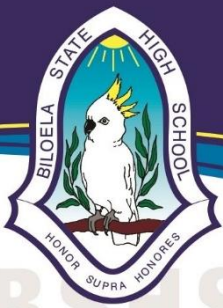
Where a personal electronic device not approved by the school is found to have been used, the following consequences may apply:

- Teacher instructs the student to hand the personal electronic device in at the office.
- Student hands in the personal electronic device at the office.
- Student is issued a slip from the school office for the personal electronic device.
- Student returns to the teacher to show them the slip for the personal electronic device.
- Teacher records the offence in One School and refers it to the appropriate member of the Executive Leadership Team.
- Executive Leadership Team issues an appropriate consequence in accordance with the school's Responsible Behavior Plan for Students.
  - 1<sup>st</sup> offence – Detention.
  - 2<sup>nd</sup> offence – Extended Withdrawal.
  - 3<sup>rd</sup> offence onwards – Suspension.
- Executive Leadership Team contacts parent/carer to inform them of the offence and consequence.

Failure to hand in an electronic device when asked will be treated as failure to follow instructions of staff (major) and an Extended Withdrawal or Suspension will be issued as a consequence according to the school's Responsible Behaviour Plan for Students.

If the school becomes aware that an electronic device has been used for cyber-bullying or to capture or distribute images of nudity, violence or malice, appropriate action will be taken in accordance with the school's Responsible Behaviour Plan for Students. Students will be required to remove any material deemed to be offensive from the device, website or social network in the presence of the Principal. Failure to comply with such requests will result in serious disciplinary action in accordance with the school's Responsible Behaviour Plan for Students.

If it is believed that an electronic device has been used in a manner which contravenes legislation, the device may be confiscated by the Principal and handed to police for further investigation.



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## Endorsement

This policy was developed in consultation with the school community and meets identified school needs and systemic requirements.

Heather Murry  
Principal  
Monday 18<sup>th</sup> November, 2019

Chris McKinley  
P&C President  
Monday 18<sup>th</sup> November, 2019