



STUARTHOLME SCHOOL

Student Responsible Use of Technology and Social Media Policy

Area	Student Responsibilities
Standards	<ul style="list-style-type: none"> • Keep passwords private and secure and change these regularly to protect personal identity in accordance with advice provided by the school library staff. • Device must be fully charged for the start of classes and is not to be charged during class without teacher permission. • Be courteous, respectful and use appropriate language and etiquette (as outlined below) at all times in alignment with the school philosophy. • Protect personal details by not sharing these. • Only access the internet when onsite via the school network. • Do not use technology to contact parents/ caregivers directly due to illness. Sign out through Student Reception and report to the Health Centre who will contact parents/ caregivers if required. • Do not contact parents regarding a disciplinary issue during class time before discussing this with the relevant teacher, Leader of Student Wellbeing or Leadership Team member and gaining permission to do so. • Inform a staff member if a student is using technology and social media inappropriately. • Use of technology and social media should not interfere with classwork or co-curricular and should not be accessed at any time during class without the permission of the teacher.
Mobile Phone	<ul style="list-style-type: none"> • Years 7, 8 and 9 are required to keep their phone in their lockers unless exceptions have been granted for academic use. They may check for messages at morning tea and lunch time but only whilst at their locker. • Years 10, 11 and 12 are encouraged to keep their phone in their lockers during class times. Class time includes moving between venues and during assemblies. Use of mobile phones in class time must only be with the permission of the teacher and for educational purposes. Otherwise, phones must be switched off and out of sight. Phone use during break times should be kept to a minimum. • In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate such as in change rooms or toilets. • Students may not take photos of other students on school property or at school events including in uniform without the permission of the school. • Students may not use phones to contact outside person/s to invite them onto the school grounds unless prior approval has been granted.
Email	<ul style="list-style-type: none"> • Students are not permitted to access distribution lists or class lists or to send bulk email messages to large numbers of users. • The school's email system must only be used for communication directly linked to a student's education and must not share private information with the greater public. • Emails sent must represent the school in a positive light and uphold appropriate email etiquette including a salutation, respectful tone and language.
School Reputation	<ul style="list-style-type: none"> • Students may not use the school name, or any images where the school is identifiable, such as students in uniform, with personal accounts or on social media sites without the express permission of the school. • Student engagement with technology and the use of social media must not impact on the reputation of the school, or any school staff or previous/ current students.
Camera/ video/ audio recording of others	<ul style="list-style-type: none"> • Camera/ video/ audio recording functions on any device may only be used with the express permission of the school and also the person (s) being recorded and must not be sent to other users or sites or disrespect a person's privacy.
Social media	<ul style="list-style-type: none"> • Students are not to send or post messages that contain obscene language, images and/ or threats of violence and/or material that may amount to sexting, pornography, bullying, harassment or stalking or anything of themselves or anyone else in school uniform on any platform. • Students must access their personal profiles only and not log onto the profiles of others, nor must they create false profiles. • Students may only download, or stream via the school network material directly related to their learning during school hours. • Social media access is prohibited during school hours through school carriageways. It is also expected that students would not access social media sites during the school day through other devices unless under teacher direction. • Students should not contact any school staff either current or former on personal social media sites.
School and system security	<ul style="list-style-type: none"> • Students must report inappropriate/unacceptable sites/ material/ documents or viruses immediately to IT Support staff. • Students must avoid putting the school network at risk by accessing it with a non-school approved device (wireless or internet enabled or software programs e.g. VPNs). • Students must interact with technology and social media on the school network in a lawful way and for educational purposes. • Students may not use their school email address for membership of sites except for educational websites under teacher direction. • Use of technology and social media on the school network may be monitored, logged and checked for appropriateness and the school may remove illegal material from its systems.
Examinations	<ul style="list-style-type: none"> • Students must not bring any unapproved devices, watches, phones or smart gadgets into an examination room. These must be secured in lockers. • If a student brings a device to the examination room, they must be placed on the teacher's desk at the front of the room.