

## Digital Technologies on Torrens Park Campus – Students & Caregivers

As a society, we have progressed from an industrial age to a social/informational age. With this development, there is an increase in the technological skills required by students and an increased frequency in which they must engage with digital technologies. Scotch College Adelaide supports the use of digital technologies to enhance our high-quality educational offering and to promote future readiness in our students. Our goal in embracing digital technologies is to promote an innovative and contemporary approach to teaching and learning.

Wellbeing permeates our approach to the use of digital technologies on Torrens Park Campus, and the wellbeing challenges that digital technologies present are vastly different to those of generations past. We believe that in order to equip our students with the resources they need to face these challenges, we must arrive at an approach that allows students to develop the self-regulation that is required to engage positively with the present and future. This policy aims to ensure digital technologies are used for purposes that enhance the teaching and learning program, whilst limiting the negative impacts of digital technologies on learning, social interaction and wellbeing. We believe students should be active decision makers in the way they use digital technologies to encourage the development of personal responsibility and impulse regulation.

We believe that teachers and parents play a vital role in supporting expectations around use of digital technologies and modelling appropriate behaviours in their use. Scotch College Adelaide fosters a culture where students take responsibility and ownership of their actions and behaviours, which is reflected both on and offline. We value the importance of respectful and inclusive relationships that must not be undermined by the inappropriate use of digital technology. We are committed to sustaining safe teaching and learning environments that fulfil our child protection responsibilities.

### Definitions:

- **College mandated personal devices** are devices that are required by students in order to engage with educational programs at the College (such as laptops and iPads)
- **Non-mandated personal devices (NMPDs)** are devices that are not required by students in order to engage with educational programs at the College (such as mobile phones, smart watches, headphones)
- **College owned devices** are devices that are not personally owned by students (such as computers in learning spaces, virtual reality equipment, AV equipment, printers)

### Guiding Principles:

- The College believes in embracing the use of digital technologies to equip our students with the knowledge and experience to thrive in a fully digital world.
- Scotch College students must learn the skills to manage digital distraction so that technology does not disrupt their learning and purposeful social interactions in school
- The College is committed to working in partnerships with families to keep our community educated about online safety and ethical use of technology
- The College actively supports young people to develop understanding and skills to keep themselves and others safe and believes that the needs and responsibilities of students of different ages needs to be considered when framing guidelines relating to digital technologies.

## Related Policies and Procedures:

- Anti-bullying and Harassment Policy
- Student Disciplinary and Investigation Procedures
- Suspension and Termination Policy

## Expectations for Students

### General Expectations

It is expected that students use digital technologies for the primary purpose of learning. Scotch College will not accept use of digital technologies that:

- Makes anyone feel unsafe
- Is illegal, or in any manner may be considered malicious
- Brings into disrepute the reputation of themselves, other people or the College
- Distracts from the teaching and learning program
- Circumvent technology controls in place at the College
- Breaches anyone's right to privacy, or directly breaches the *Privacy Act 1988*

If a student accidentally accesses inappropriate material, it is expected that the student will not share this with other students and report this immediately to a staff member.

### Communication

It is expected that students use accepted digital technologies (such as their College email address, Microsoft Teams, or SEQTA) for communication with staff, students and caregivers during school and co-curricular hours. The school does not support the use of text messaging, iMessaging on Laptops, or direct messaging on social media platforms for communication purposes during these times.

### Non-Mandated Personal Devices (NMPDs)

- **Mobile Phones** are not to be used on Torrens Park Campus during lessons, in the yard during break times, whilst on a camp or an excursion, or during co-curricular activities that occur under staff supervision.
  - They are to be stored in locked lockers during the school day, in school bags during co-curricular activities, or in a specified location during an off-site excursion or activity. It is the responsibility of students to ensure the safe storage of their mobile phones.
  - Mobile phones are not to be taken on camps (for safety reasons) and are to be left at home.
  - Mobile phones can be periodically checked and used in a locker area only.
  - Mobile phones may be used to pay for purchases in the canteen or uniform shop but must be returned to their locker after use.
  - Mobile phones may be used during these times if their use is adherent to the guiding principles and approved by a Campus Leader. However, a student will not be disadvantaged if they do not own a mobile phone or choose not to use it.
- **Headphones** can be used on Torrens Park Campus during lessons at the discretion of the teacher. It is expected that headphone use is for the purpose of engaging with a learning activity.
- **Smart Watches** may be worn by students for the purpose of a watch, tracking physical activity, monitoring a medical condition, or as a payment device. If a student is using their smart watch for other purposes, they will be asked to store the device in their locked locker.
- NMPDs can be used in cases where they are being used to monitor medical conditions

### Use of Devices at Home

Outside of school hours and activities, a student is deemed to be a 'Scotch student' and therefore is expected to comply with the expectations outlined in this policy, and other school policies, when they:

- are communicating with other Scotch students
- can be reasonably determined to be a Scotch student through the content of their posts or messages.

The expectations outlined in this policy apply regardless of whether a student is accessing the College's Wi-Fi network, their own Wi-Fi network, or their own network connection through a mobile device.

### Boarding

Students in Years 7 – 10 are to hand devices in at night. Devices are locked in a charging station and can be collected in the morning. The collection times for year levels are:

- Year 7 & 8 – 8.30 pm
- Year 9 – 8.45 pm
- Year 10 – 9.00 pm

### Breach of this Policy by a Student:

- **Non-mandated Personal Devices (NMPDs)**

For a breach in the use of a NMPD:

- *During lesson time:* The student will be asked to turn off the device and place it on the teacher's desk or other specified location. At the end of the lesson, they will be instructed to return it to their locked locker.
- *In the yard:* The student will be asked to return the device to their locker or take it to the relevant school office for the remainder of the break time.
- *During a co-curricular activity:* The student will be asked to return the device to their school bag.
- *During a camp or off-site excursion:* The device will be collected by supervising staff and a consequence will be determined upon return.

Repeated behaviour will be referred onto the student's Head of House in the first instance, or the relevant Head of School for repeated instances.

- **College Mandated and College Owned Devices**

For breaches in the use of college mandated and college owned devices, particularly those that distract from or disrupt the teaching, learning and co-curricular environment, a teacher may request that the student cease using the device for a period of time, and an alternative method may be arranged to ensure the student can continue to engage with their learning. Repeated behaviour will be referred onto the student's Head of House.

- **Serious Breaches (All Devices)**

If a serious breach is suspected, the technology may be held by the office of the relevant Head of School and the breach will be investigated if necessary. In some cases, if illegal activity is suspected, this may involve referring the matter directly to the police. If a serious breach by a student is confirmed, parents will be contacted, and an educative response will be planned in the first instance. Student access to technology may be reviewed. Any subsequent breach would be reviewed with parents and the relevant Head of School and may invoke the use of the Suspension and Termination Policy.

## Expectations for Caregivers

It is an expectation that Caregivers work in partnership with the College in fulfilling the aspirations outlined in this policy. This includes:

- Supporting the College's policy by emphasising and encouraging their child to following the expectations outlined.
- Being aware of the digital technologies that their child is using, including the content they are accessing and the people they are communicating with online.
- Remain up to date with the Government's cyber safety guidelines and recommendations (<https://esafety.gov.au>)
- Remain educated about the impact of digital technologies in the life of your child (for example, by visiting the [SchoolTV Cybersafety Series](#))

Caregivers are able to contact a student through the relevant school office during the day, and the relevant school office will ensure that the student receives any messages. If a student needs to make an urgent call, they can report to the relevant school office where a phone will be made available. Alternatively, caregivers can contact a student via their College email address. Caregivers should not request that a student carry a mobile device on their person for communication purposes.

The college recommends that all student devices are insured under each parent's household or contents insurance policy for 'away from home' accidental damage or theft. Breakages or thefts of devices are not covered by the College's insurance policies, and the College will not take responsibility for damage or theft that occurs on premises (this includes theft from a locker and damage occurred from the confiscation of a device due to inappropriate use).