Digital Technologies Policy (Torrens Park Campus)

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 digital literacies 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 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 modelling appropriate behaviours and supporting expectations regarding the use digital technologies. 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.

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:
- Safety, Wellbeing, and Inclusion Policy (Torrens Park Campus)
- Student Incident Processes (Torrens Park Campus)

Definitions:
- **Digital technologies** are electronic tools, systems, devices, and resources that generate, store or process data (i.e., laptops, mobile phones, social media platforms, online games, multimedia)

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

1. General Expectations for Students

1.1 It is an expectation that students use digital technologies for the primary purpose of learning during formal lessons and other College programs and activities.

1.2 It is an expectation that students do not use digital technologies in ways that:
- contravene the expectations outlined in the **Safety, Wellbeing and Inclusion Policy**
- are illegal
- bring into disrepute the reputation of themselves and/or other people
- identify the College in their personal social media accounts, when the content of their account does not align with the College's values and may bring into disrepute the reputation of the College
- distract from the teaching and learning program
- disrupt purposeful social interactions at school
- circumvent technology controls in place at the College
- breach anyone's right to privacy, or directly breach the **Privacy Act 1988**

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

1.4 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

1.5 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.

2. Communication

2.1 It is an expectation that students use College-approved digital technologies for communication with staff and other students when this relates to a College program (i.e., their College email address, Microsoft Teams, SEQTA, ScotchLife).

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2.2 It is an expectation that students do *not* use text messaging, iMessaging on Laptops, or direct messaging on social media platforms during formal lessons and other College activities and programs.

2.3 Students are permitted to communicate with their parents and caregivers using digital technologies, however:
- personal access to digital technologies for this purpose is not 'essential' – students can always access a phone at school to contact parents or caregivers if required, and urgent communications from parents or caregivers can be passed onto students via the relevant school office
- communications between students and parents/caregivers must not occur during formal lessons and other College programs and activities.
- communications giving permission for early departure must go through the relevant school office
- permissions regarding early departure due to illness or injury will be sought by the Health Centre – students must not seek this permission directly from parents or caregivers

3. Mobile Phones

3.1 **Formal Lessons and Programs**
Mobile phones are *not* to be visible or used during formal lessons or programs such as Mentor, House, and assemblies.

The Head of Middle School, Head of Torrens Park Campus, or the Director of Teaching and Learning may approve the use of mobile phones in a formal lesson or program providing their use is adherent to the guiding principles. Students will not be disadvantaged if they do not own a mobile phone or choose not to use it.

3.2 **Campus Areas**
Mobile phones are *not* to be visible or used in areas on the Torrens Park Campus between 8.35 am and 3.30 pm where a formal lesson is taking place or that is intended for social interaction to take place. Areas where mobile phones *are permitted* for use are:
- Locker areas (however, students may not 'gather' for this purpose)
- Webb Science Quad (where they may be used for canteen and uniform shop payments)
- Library (except during recess and lunch breaks or if a formal lesson is taking place)
- Rosevear (for boarders)

3.3 **Cocurricular Activities**
Mobile phones are *not* to be used during co-curricular activities that occur under staff supervision.

The Head of Torrens Park Campus may approve the use of a mobile phone in a co-curricular activity providing it is adherent to the guiding principles.

3.4 **Buses**
Mobile phones are *not* permitted to be used on buses that are under staff supervision.
(i.e., transport to excursions, camps, cocurricular activities)

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3.5 **Excursions**

Mobile phones are _not_ permitted to be taken or used on excursions.

Excursions that require the use of a mobile phone are approved by the Head of Torrens Park Campus, and the excursion organiser must ensure that students are not disadvantaged if they are unable to use a mobile phone on the excursion.

3.6 **Camps**

Mobile phones are _not_ permitted to be taken or used by students on camp programs as they pose a safety risk and may also negatively impact on the intended outcomes of the camp program.

3.7 **Storage of Mobile Phones**

Students are given the responsibility to store their mobile device in a method of their choosing (i.e., in a locked locker, in a laptop case, in a pocket). Mobile phones must be switched off or on 'do not disturb'.

4. Headphones

Headphones can be used on Torrens Park Campus during formal lessons or other programs at the discretion of the supervising staff member. It is expected that headphone use is for the purpose of meaningful engagement in a lesson, program, or activity.

5. Other Non-Mandated Personal Devices (NMPDs)

Other NMPDS, (such as 'smart watches') may be used by students for the purpose of a watch, tracking physical activity, monitoring a medical condition, or as a payment device.

6. NMPDs & Supervised Assessment Tasks

Students may not be permitted access to NMPDs during a supervised assessment task (such as tests and examinations). Teachers will ask students not to bring them to class or to hand-up any NMPDs that can be collection at the end of the task.

7. Boarding

Students in Years 7 – 10 are to hand all 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

8. Education

Students are supported to develop an understanding of the appropriate and safe use of digital technologies. This occurs in:
- The Digital Technologies Curriculum
- Year 7-10 Wellbeing Lessons (i.e., Digital License program, social-media literacy)
- Targeted workshops and events (i.e., SAPOL's 'ThinkUKnow')

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9. Contravention of this Policy

College Staff assist students in upholding and adhering to the expectations outlined in this policy. Typically, if a student is not meeting expectations, a staff member will:

- Speak with the student to remind them of the expectation, outline the next steps if the behaviour continues, and apply a small, related consequence (if necessary).
- Refer repeated behaviour, significant concerns, or significant contraventions onto the student's Head of House.

9.1 College-Mandated and College-Owned Devices

For a contravention of the general expectations for students (Section 1), a teacher may:

- give a warning and educate the student on why their use is in breach of expectations
- request that the device not be used for the remainder of a formal lesson or program (the teacher will arrange an alternative that ensures the student can continue to engage with their learning)
- request a device be handed-up and for the student to collect from their Head of House

9.2 Non-Mandated Personal Devices (NMPDs)

9.2.1
For NMPDs that are visible or are used during a formal lesson, in a campus area they are not permitted, during a cocurricular activity under staff-supervision, on a bus, or on an excursion:

- *for first and/or minor contraventions* – the teacher will ask the student to put the NMPD away and remind them of the expectations
- *in most instances* – the teacher will request that the NMPD be handed-up and for the student to collect it from the teacher at the end of the lesson or activity
- *for repeated contraventions* – the teacher will request that the NMPD be handed-up and collected from their Head of House
- *for failure to comply respectfully with a request above* – the teacher will request that the NMPD is handed-up to the relevant school office and collected from the Head of School

9.2.2
For students who take a NMPD on a camp program where the NMPD is *not* permitted, then parents or caregivers may be asked to collect the student from the program, or, a consequence will be given on the return to school.

9.2.3
Students will be asked to turn-off an NMPD when it is handed-in for privacy reasons. NMPDs that are handed in will be stored securely.

9.2.4
By choosing to bring a NMPD to school, students accept responsibility for the care of their device, including if their use of the device leads to its confiscation. The College will not take responsibility for any damage or issues that occur due to the confiscation of an NMPD due to contravention of this policy.

9.3 Boarding

Boarding-specific policies and procedures are used to respond to the contravention of the expectations outlined in Section 7.

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9.4   Consequences may be applied for the contravention of expectations outlined in this policy. Consequences will depend on the circumstances and the behaviours involved, and can:
- be reflective, and allow the student the opportunity to understand impacts and alternative choices
- be specific to a certain behaviour to help restore damage or relationships
- be punitive to allow for a clear discouragement of the behaviour
- involve the restriction of access to digital technologies, pending the completion of a reflection or undertaking that restores trust that the student will use digital technologies appropriately into the future

9.5   Students who are in repeated contravention of the expectations outlined in this policy demonstrate they are 'not in control' of their digital technologies and that they are not able to independently manage them responsibly.

The student's Head of House or Head of School may request that a device is handed in for a period of time where it can be stored to ensure the expectations of this policy are not contravened. If this proves to be an insufficient intervention, then other consequences or undertakings may be applied for the purpose of discouraging repeated behaviour.

9.6   The College may request the removal of content from social media accounts where:
- the content negatively impacts on members of the school community
- the student can be reasonably determined to be a Scotch student and its content does not align with the College values or may bring into disrepute the reputation of the College.

Failure to make a reasonable effort to remove content at the request of the College may involve the use of the **Suspension and Termination Policy**.

9.7   Any instances where the use of digital technologies results in a serious contravention of the general expectations will be investigated as per the **Student Incident Processes** document and result in an appropriate response from the relevant policy (such as the **Safety, Wellbeing and Inclusion Policy** or the **Suspension and Termination Policy**).

10. Expectations for Caregivers

10.1   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 follow 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)

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10.2 Caregivers cannot give permission to their student to not comply with the expectations in this policy, without prior approval from a Head of House or Head of School.

10.3 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).

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