



Information and Communication Technology Policy (ICT)

ICT devices are categorised as:

- Personal Portable Technology (for recreation)
- Personally owned device for learning (eg Laptop/Tablet)
- School owned device for learning

At Sheffield School ICT's should be used to enhance learning – not interrupt learning.

Use of ICT's during school time is a privilege, not a right.

It is a staff-member's right to interpret the guidelines in this policy, and decide if a student's use of a device is interrupting learning.

The school acknowledges that for many students a mobile phone/smartphone is a valued personal device, however, if the device interrupts learning in any way then we are obliged to take action.

ICT Policy Guidelines

Personally owned devices at school that do not have a learning focus: (eg smartphones, cameras)



- Are not to be used for any activity that interrupts learning.
- Are not to be used to insult, harass, annoy or otherwise show disrespect – to anybody, whether they are part of the Sheffield School community or otherwise.
- Are not to be used for recording or distributing images, sound or video – UNLESS such activity is permitted and supervised by a staff member as part of learning.
- Students are responsible for the security of their own devices.
- Students are to surrender their personally owned device to any staff member on request. Failure to comply is a major breach of these guidelines, and will result in loss of privilege.

Outcomes

1. Student is reminded of the guidelines.
2. The device is surrendered to staff member for the duration of the lesson.
3. The device goes to the office for collection by the student at the end of the day.
4. The student is prohibited from bringing the device to school for a prescribed period, or indefinitely.

Tools for learning – laptops, tablets, whether school owned or personally owned:



- It is the responsibility of the user of the device to ensure that it is charged and operating correctly.
- The failure of a device does not excuse any student from completing work and meeting deadlines.
- It is the responsibility of the student to have backups of all work. The school takes no responsibility for lost work or data. Work lost = work redone.
- Students must adhere to copyright laws by acknowledging the ideas or work of others.

1. Student is reminded of the guidelines.
2. The device is surrendered to staff member for the duration of the lesson, or the student is directed to cease use of the device.

In addition to these guidelines, all use of ICT's should never be in breach of the DoE Acceptable Use of Technology agreement that has been signed by all Staff and Students.

Break times

- Laptops and Tablet devices must be stored in a locked locker during break times.
- Students can use their own personal digital device at break times, providing they comply with DoE and Sheffield School ICT guidelines.
- Music should not be loud enough to be heard by others.
- This privilege may be taken away if students are unable to comply with the guidelines.

ICTs should be used to enhance learning - not interrupt learning



Smartphones/Mobile phones

Smartphones and Mobile phones are not to be used during class time. Students are encouraged to have these locked in their locker during class time. All digital devices are to be in silent mode during class time.

Communication

Digital devices must not be used for any social media interactions or calls/messages during class time.



Recording

ICTS are not to be used for recording or distributing images, sound or video – UNLESS such activity is permitted and supervised by a staff member as part of learning.

Games

Digital devices are not to be used for playing games during class time. Only games that have an age appropriate rating can be stored on school owned devices.



Tool for Learning

Students are responsible for the security of their own devices. It is the responsibility of the user of the device to ensure that it is charged and operating correctly.

Cyber Safety

Students need to be aware of cyber safety practices and netiquette to protect themselves and others when operating on the internet.



Break times

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This privilege may be taken away if students are unable to comply with the guidelines.

Consequences

- Student is reminded of the guidelines
- The device is surrendered to staff member for the duration of the lesson
- The device goes to the office for collection by the student at the end of the day
- The student is prohibited from bringing the device to school for a prescribed period, or indefinitely.

