



## OPERATING and COMMUNITCATING with ICTs

**Appropriate use of personal technology devices for students** (refer to the *Responsible Behaviour Plan for Students*)

Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature.

- **Personal Technology Devices**

Personal technology devices like cameras, digital video cameras or MP3 players are to remain turned off during school hours. These items are the student's responsibility, therefore the school takes no responsibility for such items. Students are encouraged to leave these items at home due to the associated risks of damage, theft or breach of personal privacy. If such devices are in use or seen by a staff member, the item will be confiscated by school staff and it may be collected at the end of the day from the teacher. If personal technology devices have been confiscated by school staff more than once, parents will be requested to collect the device from the Principal.

- **Mobile Telephones**

Hatton Vale State School understands that many parents provide their children with personal Mobile telephones. Phones that are brought to school must be handed in to the school office each morning and collected at the end of the school day. Students wanting to receive or make phone calls, must see their teacher or the Principal. These items are the students' responsibility, therefore the school takes no responsibility for such items. Students are encouraged to leave these items at home due to the associated risks of damage, theft or breach of personal privacy. If phones are in use or seen by a staff member, the item will be confiscated by school staff and it may be collected at the end of the day from the teacher. If mobile phones have been confiscated by school staff more than once, parents will be requested to collect the device from the Principal.

- **Confiscation**

Personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the teacher at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

- **Recording voice and Images**

Every member of the Hatton Vale State School community should feel confident about participating fully and frankly in all aspects of school life, without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

There may be opportunities for students to use recording devices provided by the school as part of their studies, e.g. digital cameras, video cameras or voice recording devices. Use of Departmental recording devices is only permitted when expressed consent is provided by the class teacher.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). A student at school who uses a technology device to record private conversations, or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means. Even where consent is obtained for recording, the school will not tolerate such images or sound being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent, a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- ◆ recording; and/or
- ◆ disseminating material (through text messaging, display, internet uploading etc.); and/or,
- ◆ knowingly being a subject of a recording

are in breach of this policy, and may be subject to discipline (including suspension and exclusion).

- **Recording Private Conversations and the *Invasion of Privacy Act 1971***

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

- **Text communication**

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying, harassment or stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages from fellow students should ensure they keep the message as evidence and bring the matter to the attention of the school office.

- **Special Circumstances Arrangement**

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Principal.