



Electronic Media Policy

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Version	Date	Notes
1.4	March 2021	Addition of mobile phones and smart wearables

Version History

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1.0	February 2003	Initial Release
1.1	April 2010	Minor changes to wording and removal of "Head of Campus" replaced by "Principal"
1.2	April 2011	Addition referring to the use of electronic media by staff & students
1.3	October 2016	Revision by IT Manager. Change of operational name to Illawarra Christian Education and reformatting.
1.4	March 2021	Addition of mobile phones and smart wearables



Illawarra Christian School Mission: In Christ's service to partner with parents in providing a quality Christian Education founded on the Word of God.

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1 INTRODUCTION

It is the policy of Illawarra Christian School to ensure that school owned or leased electronic communication media, as well as all supporting systems and all data stored or transmitted on them are utilised in a professional and responsible manner, with proper security measures, for the conduct of Illawarra Christian School business. "Use in the conduct of Illawarra Christian School business" shall be construed in a broad sense to include responsible personal use incidental to travel, training, and the efficient conduct of Illawarra Christian School business.

If any specific provision of this policy directly conflicts with applicable laws or regulations, the relevant law or regulation will supersede that provision.

Electronic communication media include, but are not limited to, e-mail; the Internet; facsimile; telephone; mobile phones; smart wearables; voice mail; social networking system [eg: Facebook, Twitter, etc] and other school-supported computing and communication resources, as well as any electronic media. The types of media covered in this policy may expand over time as new technology emerges.

In particular, mobile phones and smart wearable technology in schools have proven to be challenging to manage. Whilst these devices could, and do, prove to be invaluable learning tools, they also can cause distraction. These may include:

- task switching
- inappropriate use of social media
- access to unfiltered content
- publication of inappropriate material and bullying

Due to the recent phenomenon of children's connectivity to smartphones and the proliferation of phones and smart wearables in schools for children, studies are beginning to emerge that point to the negative implications of these devices on learning. Research findings and public attention has resulted in some states mandating specific phone policies for their public schools.

ICS aspires to strong Christian values that are expressed through policies and guidelines, programs and cultural expectations. These values have the potential of being compromised through the unfiltered and unsupervised use of electronic media, mobile phones and smart wearable technology.

2 CHRISTIAN RATIONALE

Ephesians 6:5-8

Slaves, obey your earthly masters with respect and fear, and with sincerity of heart, just as you would obey Christ. Obey them not only to win their favour when their eye is on you, but like slaves of Christ, doing the will of God from your heart. Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free.

James 3:6 -12

The tongue also is a fire, a world of evil among the parts of the body. It corrupts the whole person, sets the whole course of his life on fire, and is itself set on fire by hell. All kinds of animals, birds, reptiles and creatures of the sea are being tamed and have been tamed by

man, but no man can tame the tongue. It is a restless evil, full of deadly poison. With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers, this should not be. Can both fresh water and salt[a] water flow from the same spring? My brothers, can a fig tree bear olives, or a grapevine bear figs? Neither can a salt spring produce fresh water.

1 Peter 1:13 -17

Therefore, prepare your minds for action; be self-controlled; set your hope fully on the grace to be given you when Jesus Christ is revealed. As obedient children do not conform to the evil desires you had when you lived in ignorance. But just as he who called you is holy, so be holy in all you do; for it is written: "Be holy, because I am holy." Since you call on a Father who judges each man's work impartially, live your lives as strangers here in reverent fear.

3 USE OF ELECTRONIC MEDIA

It is a condition of enrolment/employment or continued enrolment/employment at an Illawarra Christian Education school that students/staff adhere to the following boundaries in regard to computer use of social networking sites and electronic media: -

Electronic communication media and their supporting systems are business tools for Illawarra Christian School business purposes. All communications sent over these systems will be considered to be school-related communications and subject to the Illawarra Christian Education Privacy Policy.

Personal use of electronic communication media is discouraged. Illawarra Christian School, however, recognises that some personal use will occur that is consistent with the efficient conduct of Illawarra Christian School business. Nevertheless, such use should be kept to a minimum. Unlawful or inappropriate use of these media, including excessive and irresponsible personal use, is prohibited. Illawarra Christian School may monitor any communication using its systems.

Users are prohibited from utilising electronic communication media to send, peruse, store, transmit, or further distribute information, whether audio, verbal or visual, that may be considered offensive or disruptive.

In addition, offensive and disruptive information will include any act, behaviour or dissemination of information that is prohibited under applicable laws and regulations.

Users are prohibited from the use of electronic communication media in any manner that violates Illawarra Christian School policies, including its policies regarding discrimination or sexual harassment.

Unauthorised disclosure of Illawarra Christian School staff, parent or student confidential information via electronic communication media is not permitted.

Students and employees must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any student enrolled at an ICE school or staff person with perceived negative intent or undermines the name and/or good work of the school.

Misrepresenting, obscuring, suppressing, or replacing a User's identity, or using another person's identification and/or password on electronic communication media is not permitted. The Username, electronic mail address and related information included with electronic messages must reflect the actual originator of the messages.

4 PRIVACY

Given the large number of publicly accessible systems that most electronic mail traverses, there should be no expectation of electronic communication media privacy on the part of the User. Users should be cognisant at all times that electronic media messages are public messages, typically accessible not only by the User but also by any number of other entities at any time. Users also should be aware that files or messages that the User has deleted may be stored elsewhere and are not necessarily erased from the network.

5 SECURITY AND INTEGRITY OF ELECTRONIC COMMUNICATION MEDIA SYSTEMS

In order to prevent unintended disclosure, extreme care should be exercised to prevent the miss-sending or interception of data. In addition, Users should minimise storage of confidential or proprietary data to prevent unintended disclosure.

To protect the integrity of the information transmitted through these systems, Users should send confidential or proprietary messages only to the necessary recipients and must mark those messages as school confidential and/or school proprietary. Such messages should be encrypted, both prior to sending and prior to storage. Users must not leave confidential information on their screens when they leave their workstations. Storage should be limited to the shortest practical or legally required time period.

Under the Electronic Communications Privacy Act, it is a criminal act to intercept electronic communications not addressed to you without authorisation to do so.

To protect the integrity and security of these systems, Users are prohibited from disrupting software or system performance or intentionally introducing viruses and must comply with all Illawarra Christian School instructions on preventing the introduction of viruses. The development, production, transmission or forwarding of computer viruses, denial of service agents, or any other processes that are designed to interrupt or otherwise negatively impact electronic communication or communications systems is not permitted.

6 INTERNET USE

The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.

Inappropriate use of the Internet, using school resources, may lead to this privilege being withdrawn.

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Users accessing the Internet do so at their own risk.

Students, unless instructed by a staff member, may not use the schools Internet connection to download games or other entertainment software, including peer-to-peer software, audio files or video files, or to play games over the Internet.

Users may not copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, media files, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Principal.

Students are not permitted to use any third-party internet services eg tethering to mobile internet a whilst on the school premises without the express permission of the school. Students are not to use any non-approved device (e.g., smartwatch), either present or future, with potential internet connectivity without the express approval of the school. Students can use approved file transfer protocols (e.g., Bluetooth) when related to school related task and with the permission of the class teacher. Students are to abide by specified examination room rules in regard to electronic devices and equipment.

Senior students are permitted to use approved devices (and earphone if audio content is required) during assigned study periods at the discretion of the supervising teacher.

Students and employees must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that targets any Illawarra Christian School student or staff person with perceived negative intent or undermines the name and/or good work of the school.

7 MOBILE PHONES AND SMART WEARABLES

We acknowledge the importance of students having mobile phones before and after school for the purposes of contact with parents, with employers or for safety. Students will continue to be allowed to bring their phones to school and use them before and after school if necessary. Students are not to have their mobile phone on their person (in their pockets) or in with their equipment between the hours of 8:00 am and 4:00 pm. Students are considered to be on school property once they enter the driveway on Derribong Drive. Students are not permitted to get out their phones at the end of the day until they reach the bottom of the driveway at Derribong Drive.

7.1 Exemptions

A mobile phone may be permitted for medical reasons (eg: to read BSL for students with Diabetes) on the advice of a medical practitioner. Students granted such exemptions will only be permitted to use it for the agreed purpose and their parents will be contacted immediately should these provisions be breached. Any exemptions need to be requested by contacting the Deputy Principal.

ADDENDUM 1 - MOBILE PHONES SMART WEARABLES PROCEDURES

1. Any mobile phones brought to school must be turned off and remain in the student's bag for the duration of the day.
2. Should a student require the use of a phone during the school day, they are expected to request the use of a phone at the school office.
3. Should they need to make a call between the end of the school day and 4:00 pm, students will be expected to seek permission from a teacher before doing so and will respectfully follow teacher instructions regarding when and where they may make the call.
4. It is expected that students who choose to use their device for web browsing, streaming content or making phone calls during the bus trip to school, will have their phone turned off and back in their bag before they get off the bus.
5. Any student identified as having a mobile phone on their person, or using a smart wearable device to send or receive texts, images or audio, during the school day (8:00 am – 4:00 pm) will be asked to take it directly to the school office. This will be considered the first breach of school policy.
6. After a device is handed in, the student will be required to acknowledge the way in which they have breached this policy and that they understand the implications of breaking the policy again through our restorative detention process.
7. A second breach of the mobile phone policy will result in the student receiving an after school detention (Secondary) or an in-school suspension (Primary) and parents will be requested to meet with the Deputy Principal to discuss the ramifications of any further breaches. As a result of this second breach of policy, they will be expected to hand in their phone to the school office every morning and collect it each afternoon for one month.
8. A docket will be provided to the student from the school office.
9. The docket will then be presented at the school office at the end of the school day in order to collect the device.
10. Finally, a third breach of the mobile phone policy will result in the student receiving an additional afternoon detention (Secondary) or in-school suspension (Primary), and parents requested to meet with the Principal. This third breach may compromise the student's enrolment as it will be considered a breach of the enrolment contract.
11. Refusing to hand the device in, regardless of the number of times they have been caught with their phone, will be considered a failure to follow instructions and will result in consequences in alignment with our discipline policy.
12. Students are required to leave their smart wearables in their bags during an assessment task or exam.
13. Should students accidentally bring a mobile phone or smart wearable into an assessment task, they should give it to their class teacher or examination supervisor before the task commences. In the event of a mobile phone sounding during an assessment task, the student may be deemed as having engaged in malpractice in order to gain an unfair advantage. This may result in the award of a mark of zero for the task as per School Assessment policy. All incidents relating to the sounding of a mobile phone or use of a smart watch during an assessment task, will be referred to the Director of Teaching & Learning to investigate and determine the consequences in conjunction with the Deputy Principal - Secondary.

14. On the rare occasion that a mobile phone or wearable device is the only device that can achieve the learning goals of a Year's 10-12 lesson, after marking the roll, the teacher will invite students to retrieve their devices from their bags. The teacher will also provide time within the lesson to return the device to their bags.
15. On some excursions, at the discretion of the Principal, students may be permitted to take a mobile phone with them to enhance their learning, or in addition to the safety net provided by the school. On occasions, it is helpful for students to be able to contact home should the time of arrival be uncertain, or if it changes. Students are expected to follow teacher direction regarding mobile phones during the excursion and any travel to and from the venue. Failure to do so will result in consequences as described in this policy.