

MOBILE COMMUNICATION AND SOCIAL MEDIA POLICY

At Blackwood High school we acknowledge that mobile communication features significantly in the lives of our students and families. The use of technology can be an effective educational tool which is encouraged by staff to enhance and support the learning in the classroom. The school is aware that Mobile Communication devices and Social media are used in circumstances of safety and consider this an important tool for students to have on them. Student responsibility for the appropriate use of Mobile Communication devices at school is required at all times, and must be in accordance with and reflect our Culture of Respect. There is an expectation that those who are part of the Blackwood High School community must use communication devices in a respectful and appropriate manner where the safety of others is not put at risk nor any form of bullying and harassment be interpreted. This policy has been developed to ensure that all students can safe and focus on their learning in every class. Individual students will not be exempt from the general rules outlined in the policy.

Purpose

The purpose of this policy is to set acceptable standards of behaviour from all parties who engage in using social media and communication devices where it concerns Blackwood High School. Blackwood High School's Culture of Respect underpins the behavioural expectations and responsible, positive and constructive behaviour of our school community members. This policy emphasises the rights and responsibilities of all school community members and promotes the responsible use of Mobile Communication devices.

Definitions

- Social media – All social network sites e.g. Facebook, Twitter, LinkedIn, YouTube, Snapchat, Instagram and any others not identified.
- Mobile Communication Device - all electronic devices including, laptop, iPad, iPod, Music devices and any others not identified.

Use of Mobile Communication and Social Media

Mobile Communication devices can be used to promote productive and positive learning. These devices must be used correctly and appropriately at all times so that learning is not interrupted. These devices have many capabilities and therefore must not be used to invade the privacy of others or to display and or distribute illegal material.

Social media may only be used during recess and lunch breaks and must be switched off during lessons. Communication devices are not to be used in any class or study periods unless they are being used for specific class work or for the support of class activities with explicit permission given by the teacher. We acknowledge that there can be legitimate educational reasons for using electronic devices in class and we will continue to encourage the appropriate use at the discretion and direction of the teacher.

Usage of Social Media that interferes or disrupts others is not acceptable. School community members are expected to be respectful of others and use social media responsibly. Unacceptable use of social media includes, but is not unlimited to:

- Distribution of offensive material
- Propagation of any form of malicious software (virus etc.)
- Behaviour/material that contradicts the schools Culture of Respect
- Material obtained without a person's consent
- Material of any type used without a person consent
- Defamatory and or slanderous comments
- Bullying and Harassment of another person
- Offensive language towards a community member and the school
- Online posts which may be deemed as hateful, threatening, pornographic or incites violence against others

Student's responsibilities

1. Communication devices such as mobile phones must be turned off during all lesson times, assemblies and other school functions. Students may use their device in class if the teacher has given permission for educational purposes only.
2. Students are not to make or receive any phone calls, text messages or access other social media messages during lesson times.
3. Students are not permitted to access social networking sites during lesson time.
4. When students are sick they must report to Student Wellbeing Centre who will then make contact with a parent/caregiver. The Support Staff will administer first aid and/or contact parents/caregivers. In order to fulfil our duty of care and to ensure that students get appropriate treatment until a parent arrives, it is essential that all contact of this nature be adult-to-adult.
5. Bullying or harassment of any kind is not tolerated. This includes electronic harassment, such as sending harassing text messages and posting comments on social networking sites.
6. Photos and/or videos are not to be taken of other students or staff members without their permission.
7. Students who choose to bring mobile communication devices to school must accept responsibility for their care. As with any other personal items, the school cannot take any responsibility for devices that are lost, damaged or stolen.

Parent responsibilities

1. Please do not phone or message your son/daughter during the times that they are in lessons. Please contact the school if an urgent matter occurs and the student will be supported when necessary.
2. If your son/daughter contacts you because they are unwell, please direct them to report to Student Wellbeing Centre. You may then like to phone Student Wellbeing Centre to let them know that your son/daughter has contacted you and to make enquiries about whether he/she needs to be picked up from school.
3. If your son/daughter contacts you during the day because they are experiencing some other problem at school, please direct them to talk to their teacher, Year Level Leader or the Wellbeing Leader. A follow up phone call from you to one of these people would also be very helpful, so that we can assist your child to resolve the issue.
4. Please do not give your son/daughter permission, via their mobile communication device, to leave school. The school has duty of care and must be able to account for all students at all times. For your child's safety, please always communicate through the Student Wellbeing Centre.
5. Please discourage the use of any inappropriate social media which may be offensive to others or deemed as harassment of any type. If parents become aware any postings which may harm the reputation of the school, please ask for these to be removed and inform the school.

Teacher's responsibilities

Teachers have the responsibility to ensure a safe and productive classroom environment, free from interference and distraction which can be caused when students access mobile communication devices during class.

1. Clear expectations about communication devices will be conveyed to students at the start of each term and reminded where necessary.
2. Teachers will actively monitor and discourage student use of communication devices during lessons.
3. Teachers will issue consequences to students who use communication devices in an inappropriate manner. (Please refer to Mobile Communication and Social Media device procedures).
4. Where necessary the teacher has the right to confiscate any communication device, for any breach of the policy. The device can be placed in an envelope and delivered to Student Services where the student/ Parent/ Caregiver is able to collect it at the end of the day.
5. Teachers will have their phones on silent or turned off during assemblies, meetings, interviews and formal school functions.
6. Teachers working in isolated areas of the school or in areas without access to landline telephones will be encouraged to have their communication devices with them.

Non-compliance of the Policy

Inappropriate use of Mobile Communication devices and Social Media may result in:

- A detention being given as per the current Student Behaviour Management Policy
- The device being confiscated and returned to the parent/caregiver
- Participation in a restorative justice meeting
- School consequences such as Suspension or Exclusion

*If staff have reasonable grounds to suspect an action is illegal the matter may be reported to the South Australian Police.

Non-compliance with this policy may also involve a breach of other Blackwood High Schools documents such as

- Anti-Bullying and Harassment Policy
- Computer Access Agreement
- Culture of Respect