

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## College Principal Group

### Management

#### NAG 6 ADMINISTRATION

#### Procedure .26 **Use of Electronic Devices**

1. Digital devices include (but are not restricted to) mobile phones, iPods, laptops, netbooks, and tablets.
2. The School accepts no liability for the loss of, or damage to, any student digital device that is brought to school.
3. Students must ensure that they have their devices kept safe during times when they are not with their belongings e.g. during PE periods and at interval/lunch.
4. In Class
  - a. Digital devices may be used in class ***to enhance learning at the discretion and under the direction of the teacher.***
  - b. Some examples of when students may use digital devices in class are to
    - i. Make calculations
    - ii. Make notes
    - iii. Research on the internet
    - iv. Make digital diary/logbook entries
    - v. Listen to audio tracks as directed by the teacher.
  - c. ***Some teachers may require that students place their devices in a designated box when they enter the classroom.***
  - d. Students may not make or receive calls or texts without express teacher permission
  - e. Students may not listen to music or wear earphones in class without the permission of the teacher unless they are required for a specific task e.g. music and art lessons at the teachers direction.
  - f. ***Students may not use these devices to take any photos of staff or students without teacher permission***
  - g. Students who use devices without teacher permission and/or for unauthorized uses will have the device confiscated by the teacher.
  - h. Confiscated mobile devices can be collected from the Office after school.
  - i. Teachers should send a note to the Dean through KAMAR messaging system if a device has been confiscated.
  - j. Those students who have their device confiscated more than once in the course of a week, will be spoken to by their Dean. Their Dean will notify the sponsor teachers and the parents of the confiscation. The Dean may ask parents and student to attend a Parent/Dean/Student meeting.
5. In the Library
  - a. Digital devices must not be used in the library unless
    - It is required for Correspondence School Learning
    - It is a teacher aide requirement
    - You have permission from the SENCO Coordinator
    - You are a senior student (Class 11 and 12 students) who has signed and returned their BYOD Netsafe contract to the US Coordinator.

- b. Ear phones may be used by senior (Class 11 and 12) students in the library with the permission of the Librarian. The use of earphones in the library is reviewed regularly during study.
- c. The computers in the library may not be used at any time to play computer games or connect to social media sites otherwise privileges to the use of library computers will be suspended for the week.
- d. Parents will be notified of any misuse of the school's computers in the Library by the Upper School Coordinator

6. Outside the class

- a. Christchurch Rudolf Steiner School is initiating a **Device Free Zones School**. What does this mean?
  - i. You may bring your digital devices to school but they must not be used outside the classroom between 8:25am and 3:25pm - except for emergencies with the permission of a teacher.
  - ii. Students may use their phone in the School Office or Upper School Coordinators Office for approved calls or emergencies.
  - iii. Parents are asked to phone the office to contact a student during the school day for emergencies only. A message will be given to the student as soon as possible and they will be given permission to call a parent from the office. Parents are asked not to call or text students during the school day 8.25am – 3.25pm
  - iv. Devices must be switched off during all assemblies and meetings.
  - v. Students must not photograph or record, video and /or audio, other students/teachers/staff without prior permission.

7. Civil Defense Emergencies or school wide emergency.

- Permission will be given to use digital devices under the guidance of teachers and staff.
- During a lockdown – mobile phones must be switched to silent and must not be used to send texts or make calls unless the teacher instructs it to be done. Phones should be fully switched off and preferably collected by the teacher during a lock down to prevent tracking and extra noise.

8. Sanctions

- Students who use digital devices at school and via the school network for illegal and/or unacceptable purposes and/or purposes not outlined above will have their privileges regarding digital devices and internet access revoked for a period of time determined by the Principal.

*Date approved: 11.11.09*

*Reviewed 15<sup>th</sup> March 2017*

*Signed*



*Responsibility for review: Management*

*Responsibility for administering this procedure: Management*

*Review Date March 2020*