

# 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 eg 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 request students to 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 and only if they are required for a specific task e.g. music and art lessons.
  - f. ***Students may not use these devices to take any photos or film, 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. Receptionist enters all confiscations in KAMAR as the teachers hand the phones in. Receptionist notifies the Dean of every confiscation.
  - j. The Dean notifies parents every time a student's phone is confiscated.
  - k. The following rules around confiscation will apply:
    - i. **1st 'Offense' in 1 week:**
      - Teacher confiscates phone, hands to the office
      - The office tags phone with student name
      - The office enters confiscation into KAMAR
      - The US Dean notifies parents by email
      - Student collects phone from office
    - ii. **2nd 'Offense' in same week:**
      - Teacher confiscates phone, hands to the office
      - The office tags phone with student name AND parent name
      - The office enters confiscation into KAMAR
      - The office notifies parents by email cc US Dean
      - Parent collects phone from office
      - The US Dean issues Formal Detention

- l. A formal detention will be issued by the Principal each time a student refuses to hand their phone to a teacher when requested.
- m. Repeated breaches of the digital device policy/contract may result in the Dean calling a parent/student/teacher meeting.

5. In the Library

- a. Digital devices must not be used in the library unless
  - When it is required for Correspondence School Learning
  - 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 can 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.

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.
  - iv. Devices must be switched off during assemblies and meetings.
  - v. Students must not photograph or record, video/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 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 refuse to honour the mobile phone and digital device procedure or use 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.

Reviewed 12 September 2018

Signed



Responsibility for review: Management

Responsibility for administering this procedure: Management

Review Date September 2021