PURPOSE

The purpose of this policy is to support students to learn the appropriate use of personal devices in a classroom and school specific context.

This policy encourages teachers to ensure education devices are used appropriately in accordance with teacher directions in the classroom as well as giving teaching staff the ability to use their discretion in the use of other non-school specific devices such as (but not limited to) mobile phones.

POLICY

- All iPads and laptops to be placed in designated spots or provided racks/holders at the beginning of all classes, and only collected for use at the teacher's discretion. This is particularly of importance when students are conducting SACs or CATs under test-like conditions, during test and exams
- All phones or non-educational devices to be placed by students in provided boxes at the beginning of all classes and they will be returned at the end of the class
- A strict one warning approach for the misuse of devices in class after which students will be referred for disciplinary action by the teacher
- Teachers will follow the three tiered behaviour management approach appropriate to the level of behaviour
- The use of VPN (Virtual Private Networks) is strictly forbidden at Horsham College. When students act in breach of this they will incur consequences through Horsham College's behaviour management process
- The use of any device for misuse of social media purposes during school is not permitted at Horsham College. When a student acts in breach of the behaviour standards of our school community (including cyber bullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content) will be referred through Horsham College's three-tier behaviour management process, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

Horsham College is a Child Safe school

- Consequences for transgressions in any of the above will be in line with Horsham College's three tier behaviour management process and will be escalated if a student continues to disregard these instructions.
- Students must comply with the Acceptable User Agreement at all times

FURTHER INFORMATION AND RESOURCES
This policy should be read in conjunction with the following policies:
   o Student Wellbeing and Engagement Policy
   o Diversity and Inclusion Policy
   o Digital Technologies (Internet, Social Media and Digital Services)
   o Horsham College's Acceptable User Agreement

REVIEW CYCLE
This policy will be reviewed as part of the school's review cycle.