



DIGITAL TECHNOLOGY POLICY

Harvey Senior High School recognises that mobile phones and digital devices are an important part of modern life and can support communication, learning, creativity, and access to information. However, inappropriate use can negatively impact learning, wellbeing, privacy, safety, and respectful relationships within the school community.

This policy aligns with the Western Australian Department of Education's Student Mobile Phones in Public Schools Policy – "Off and Away", which requires students to keep mobile phones turned off and out of sight from the time they enter school grounds until the conclusion of the school day.

This policy also outlines expectations for the responsible use of all digital devices and online services accessed at school or during school-related activities.

Scope

This policy applies to all students while:

- on school grounds
- travelling to and from school
- attending school activities, excursions, camps, carnivals, sporting events, industry visits, or other off-site activities
- accessing school networks, online services, or digital platforms.

For the purpose of this policy, digital devices include:

- mobile phones
- smart watches
- headphones and earbuds
- tablets and iPads
- laptops and notebooks
- portable gaming devices
- cameras and recording devices
- any device capable of digital communication, internet access, recording, or data transfer.

Aims

- support student learning and engagement
- minimise distractions to teaching and learning
- promote safe, respectful, and responsible use of technology
- protect the privacy and wellbeing of students and staff
- maintain the integrity and reputation of Harvey Senior High School
- ensure compliance with Department of Education policies and relevant legislation.

Mobile Phones – “Off and Away”

Students who bring a mobile phone to school must:

- keep the phone switched off and out of sight during the school day
- store phones securely in bags or lockers
- not use phones during class time, recess, lunch, or transitions between classes unless specifically authorised by staff for educational purposes.

This includes:

- making or receiving calls
- sending messages
- using social media
- taking photographs or videos
- listening to music
- using headphones or earbuds connected to phones or smart devices.

All communication between parents/carers and students during school hours should occur through the school administration office.

Expected Student Behaviour

Students are expected to:

- use technology respectfully, responsibly, and safely
- follow staff instructions regarding device use
- use school networks and online services appropriately
- protect passwords and personal information
- respect the privacy and rights of others
- only access educationally appropriate material
- care for school-owned devices and infrastructure
- report inappropriate or unsafe online behaviour to staff.

Students must not:

- use devices to bully, harass, threaten, intimidate, or embarrass others
- photograph, record, or publish images/audio/video of others without permission
- access, create, store, or distribute offensive, inappropriate, or illegal material
- use devices to cheat or plagiarise
- interfere with school ICT systems, networks, or security
- attempt to bypass filtering, monitoring, or security systems
- install unauthorised software or applications on school devices
- use devices in a manner that disrupts learning or school operations.

Privacy and Online Safety

Students must understand that:

- online actions have consequences
- digital communications may become public or permanent
- inappropriate use of digital technology may breach school policies or the law
- cyberbullying, harassment, image-based abuse, and unlawful recording are serious matters.

Harvey Senior High School may investigate incidents involving digital technology where student wellbeing, safety, or school operations are impacted.

Responsibility for Devices

Students and parents/carers acknowledge that:

- devices are brought to school at the owner's risk
- the school accepts no responsibility for loss, theft, or damage
- students are responsible for securing and caring for their devices
- students are responsible for any activity conducted through their account or device.

Breaches of the Policy

If a student breaches this policy, the Principal or delegate may take action appropriate to the seriousness and frequency of the breach.

Actions may include:

- verbal reminder or warning
- confiscation of the device
- confiscated devices being stored until the end of the school day
- parent/carer collection of confiscated devices for repeated breaches
- restriction or removal of technology privileges
- requirement to hand devices in daily
- restorative conversations or mediation
- detention or withdrawal from activities
- behaviour management processes in line with school procedures
- suspension for repeated refusal to comply or serious misconduct
- referral to police or external agencies where unlawful activity is suspected.

Any device used:

- to record fights or inappropriate behaviour
- for cyberbullying or harassment
- to access or distribute inappropriate material
- in ways that threaten safety or wellbeing

may be confiscated immediately and treated as a serious breach of school expectations.

School Network and Online Services

Access to Harvey Senior High School's ICT systems and online services is provided to support student learning. Use of school networks and online services is a privilege, not a right. Students who misuse these services may lose access privileges.

The school reserves the right to:

- monitor the use of school networks and devices
- investigate inappropriate use
- restrict or remove access where necessary

act in accordance with Department of Education policies and legal obligations.

Student Agreement

As a student of Harvey Senior High School, I agree to:

- follow the Digital Technology Policy and Agreement
- keep my mobile phone off and away during the school day
- use technology responsibly and respectfully
- protect the privacy and safety of others
- follow staff instructions regarding device use
- accept responsibility for my own device and online behaviour.

I understand that failure to follow this agreement may result in consequences outlined in this policy.

Parent/Carer Acknowledgement

As a parent/carers, I acknowledge that:

- I have read and discussed this policy with my child
- I understand the expectations regarding mobile phones and digital devices
- I support the school in implementing this policy
- I understand that mobile phones/devices are brought to school at the owner's risk.