Mandalika Intercultural School

ELECTRONIC DEVICES & SOCIAL MEDIA POLICY

"If we teach today as we taught yesterday, we rob our children of tomorrow."

At Mandalika Intercultural School (MIS) we embrace technology and recognise it as a powerful tool that can enhance learning and support our students with their studies. We encourage our students to use technology safely to help them learn independently and facilitate communication with their teachers. Students should learn to use technology responsibly and properly and in a way that will help them with their learning and on their journey to higher education and/or the world of work and their vocation.

It is for this reason that we expect all upper primary students and above (Grades 3+) to bring a laptop or tablet to school. Early years and lower primary students are not permitted to bring their own laptops or tablets to school, but they will have access to a wealth of resources and technology in place on campus.

Whilst we permit and encourage the use of laptops and tablets for learning and educational purposes, we recognise that mobile phones can be an unhelpful and unhealthy distraction for our students. Mobile phones are therefore strictly prohibited in the classroom and they will be confiscated if seen during lesson periods. The only exception is if the teacher requires their use as part of their pedagogy during a particular class or specific teaching project.

Students who come to school with mobile phones will have them safely locked away in the admin centre. They will be given controlled access to their mobile phones for a short period during the lunchtime period, in order for them to contact family and friends if deemed necessary.

Student use of electronic devices

- Students should only use their electronic devices in the designated areas of the school and when they have been given permission to do so by a member of staff.
- Parents must ensure that students have understood and signed this policy before devices are used on the school premises.
- The electronic devices policy/code of conduct promotes responsible use and protects students and the school from liability resulting from any misuse of an electronic device.
- Technology, on or off campus, must be used in accordance with the leadership attributes and ethos of MIS. Teachers may set additional requirements for use in their respective classes.
- E-Safety will be addressed within our curriculum to encourage a safe and responsible approach to their use by our students.

Care and Security of Personal Devices

- The students must take responsibility for their own equipment, naming their device, handling it carefully and storing it securely when not in use (school shall provide a locker).
- Portable devices should be protected with a username and password. This should not be disclosed to other students.
- Always store portable devices in a protective bag.
- Students will ensure that virus protection on portable devices is kept up to date.
- Loss, theft or damage shall be fully the responsibility of the student.

MIS expects students to safely and respectfully make the most of Social Media, both within and outside school hours. The term social media is given to the use of web sites and other on-line and off-line facilities, which allow the opportunity of sharing valuable information - text, images and audio.

For example - social networking, video sharing, blogs, micro-blogging, message boards, wikis and social bookmarking etc.

Digital behaviour on social media does not differ from real life behaviour within school. One press of a button and the information is published on-line and it can be very difficult or impossible to delete.

Think again when posting something inappropriate

1. Respect is to be shown both on-line and offline at all times
2. Do not post slanderous, obscene or insulting comments
3. Do not view, post or download illegal, or degrading material
4. Do not post overheard / private conversations without permission of all those involved
5. Do not post work, thoughts or opinions of others without permission.
6. Do not log into, explore, change nor create other students and staff password protected environments

When inappropriate use of social media has been discovered teachers/line-leaders should be informed immediately and further steps will be taken. Violation of these rules can result in suspension or even expulsion.

> **Remember that even if you did not originate the content you will be responsible for material that you retweet, share or like on social media.**

Social safety precautions

1. Protect your personal information by double-checking the privacy settings on social media.
2. Make sure you always log out after you are finished.
3. Protect your devices (all of them) with different passwords.
4. Ensure that the automatic locks on your devices are enabled and that the lock time if the device is not
5. in use is minimal.
6. Never share your password.
7. Do not open emails or messages that do not look authentic or are sent by people you do not know.

Identity theft, bullying, stalking
- never give out passwords.
- never give personal details on-line Eg. address, telephone and holiday plans.
- never meet with someone you only know on-line.
- never post photographs of yourself or others on-line in an unprotected environment.
- always inform your teacher/line-leader if something does happen.

Use social media guidelines – Staff and volunteers

1. Employees must always show restraint when using social media and separate their private life from school life by customising privacy settings plus avoid publishing inappropriate personal information even if settings are private as they have no control over the setting of their friend's accounts.
2. Employees are personally responsible for anything they publish.
3. On education issues employees need to be clear whether they publish in a personal capacity or on behalf of the school. NO images of MIS students should be posted online unless authourised by the principal
4. School administrators, teachers and executives are always a representative of the school.
5. Employees of the school may not publish confidential information on social media.
6. Employees must not argue with a student or parent on social media.
7. All staff must be aware that publications on social media are always discoverable.
8. When inappropriate use of social media is discovered the principal should be informed immediately.
9. Respect is to be shown both on-line and off-line.

My signature confirms that I have read this 'MIS, Electronic Devices & Social Media Policy' and that, as a student/staff member of MIS, I agree to follow these standards. I understand that any action inconsistent with this policy may result in disciplinary action up to and including removal from MIS.

Name: _____ Grade/Teacher: _____

Signature: _____ Date: _____

Change History

Version	Approved by:	Date of issue:
2	School Board	27th July 2023