



# PERSONAL TECHNOLOGY & SOCIAL MEDIA POLICY

## Appropriate use of personal technology devices and social media policy

This policy reflects the importance Rosewood State High School places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

### ***Personal technology devices include, but are not limited to, such items as:***

- Mobile phones
- Smart watches
- Ipods
- Music players
- Cameras or other recording devices

Students may bring certain personal electronic devices to school however certain behaviours are expected of students. Students are responsible for their own personal electronic devices, Rosewood SHS is not liable for the loss, theft or damage to any personal electronic devices. Breaches of this policy may result in discipline.

### ***Students responsibilities:***

- Students may use mobile phones to and from school and are encouraged to use them responsibly
- Students are encouraged to leave mobile phones at home or can hand them into Student Wellbeing for safe keeping and collect at the end of the day
- Students who bring a phone to school must switch it off and store it in their school bag
- Students may access their mobile phone before 8:55am and after 2:55pm every school day.
- **Between 8:55am and 2:55pm mobile phones are not to be used by students.**
- Use of electronic devices on excursions, camps and extended trips will be specified for the particular activity

### ***Students must not:***

- Use personal electronic devices during class time (eg: no sending messages during class time)
- Lend or share their devices amongst other students
- Record voice or images of any students or staff unless prior permission has been obtained from the Principal
- Use devices during a lockdown or fire alarm, even when they think it may be a drill
- Use electronic devices in assessment situations
- Use devices to send harassing or threatening messages



## Temporary Removal of Property

Permitted personal technology devices described above, that have been used contrary to this policy, will be temporarily removed from students. Students will be sent to Student Services to hand in their device(s) for the remainder of the day. The device(s) will be made available for collection by the student from Student Services at the end of the school day.

Repeated breaches of the policy within a term will require parent/carer collection of the item from Administration. The Principal may also temporarily ban a student from bringing personal electronic devices to school if repeat offenses occur.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

## Recording voice and images

Every member of the Rosewood State High School community should feel confident about participating fully and frankly in all aspects of school life, without concern that their personal privacy is being invaded by their voice or image being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at RSHS. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside of the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony, and will result in serious consequences.

Strictly no recording or images are to be taken in any place that is reasonably considered an invasion of privacy(eg: in change rooms, toilets etc)

A student at Rosewod SHS who uses personal technology devices to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matters capable of bringing Rosewood SHS into pubic disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, Rosewood SHS will not tolerate images or sound captured by personal technology devices on the school grounds or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude such outcomes may or will occur. Students will be subject to discipline if they breach the policy by being involved in recording and/or disseminating material via any medium or are knowingly the subject of such a recording (as per the Student Code of Conduct).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) are against the law and, if detected by Rosewood SHS, will result in a referral to Queensland Police Service.



## Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline (as the Student Code of Conduct) and possible referral to Queensland Police Service. Students receiving such text messages whilst at school should ensure they keep the message as evidence and bring the matter to the attention of the Administration as soon as possible.

## Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

## Recording private conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the Rosewood SHS community understand that under the Invasion of Privacy Act 1971, *'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'*. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of the Act, unless consent to the recording is appropriately obtained.

## Special circumstances arrangement

Students and parents/carers who require the use of a personal technology device in circumstances that would contravene this policy (eg: to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal prior to necessary use of the item, as appropriate to the situation.



## Personal social media

Rosewood State High School strives to create positive environments for all students at all times of the day, including while online. The help in achieving this goal, Rosewood SHS expects its students to engage in positive online behaviours.

Rosewood SHS embraces the opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and applications (apps) can provide positive social development experiences through opportunities to develop friendships and shape identities. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and the others.

Rosewood SHS is committed to promoting the responsible and positive use of personal social media sites and apps. Students will not face disciplinary action for simply having an account on Facebook or other social media site. However, as set out in the Policy for Preventing and Responding to Bullying, it is unacceptable for students to bully, harass or victimise another person, whether within school grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of the school, whether those behaviours occur during or outside school hours.

### ***Role of Social Media***

The majority of young people use social media sites and apps on a daily basis for entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.

Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used. The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.

Remember, **ONCE CONTENT IS POSTED ONLINE YOU LOSE CONTROL OVER IT.** Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.



### ***Appropriate use of Social Media***

Students of Rosewood SHS are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:

- Ensuring personal information is not shared (eg: name, address, phone number etc)
- Ensuring the personal information of others is not shared
- Ensuring the school name, logo, uniform and other identifying features are not shared
- Thinking about what they want to say or post before putting it online, including considering how it could be interpreted by others
- Not engaging in cyberbullying or harassing comments
- Remembering all content posted online is in a public forum, even messages posted in private chatrooms has the potential to be shared widely
- Remembering something you think is funny, or a sarcastic response, may be taken seriously by those who read it and lead to unintended consequences. It can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic because tone of voice and context is often lost. If there is a chance a message may be misinterpreted, be cautious and make the decision not to post it.
- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully.
- Report cyberbullying concerns to the school as soon as possible to allow to respond to online concerns that effect student's time at school

### ***Inappropriate use of Social Media***

Some examples of inappropriate use of social media includes (but not limited to):

- Using social media to insult a student or staff member, either directly to them or by posting/sharing insults about the person behind their back (eg: "Sarah is fat and ugly")
- Posting/sharing images of another person with an insulting caption or message (eg: posting a snapchat image of a student eating with the word "pig" written across it)
- Sharing gossip or making hurtful comments in a group chat, then inviting the victim of the gossip into the group so they read all the hurtful things said about them
- Using social media to send threatening messages (eg: "if you talk to her again, I'll punch you in the face")
- Using social media to set up a physical altercation (eg: "fight after school in the park")
- Accessing another person's social media page and pretending to be this person (eg: a student borrows a phone to check their Instagram account and accidentally saves the password on the phone, later the phone-owner logs into the other person's account and sends messages pretending to be the account holder)
- Setting up a fake social media account under another person's name and posting as though you are this person (eg: creating a duplicate Instagram account in the name of another student, then posting as if you are this student)
- Setting up fake social media account with a phony identity (eg: tricking others into thinking you are someone else online)
- Hosting a page that allows others to post information anonymously (eg: hosting a tea-site on Instagram)



If inappropriate online behaviour impacts on the good order and management of Rosewood SHS, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours. Disciplinary consequences could include suspension and/or exclusion (as the Student Code of Conduct). In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

Please note, Rosewood SHS will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parent/carer and/or police to resolve.

### ***Laws and Consequences of Inappropriate Online Behaviour and Cyberbullying***

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Commonwealth) and the Criminal Code Act 1899 (QLD) contain relevant provisions applicable to cyberbullying.

The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is “using a carriage service to menace, harass or cause offence to another person.”.

The Queensland Criminal Code contains several applicable sections for cyberbullying potential relevant criminal offences are:

- Unlawful stalking
- Computer hacking and misuse
- Possession of child exploitation material
- Involving a child in making child exploitation material
- Making child exploitation material
- Distribution of child exploitation material
- Criminal defamation

There are significant penalties for these offences.

Please note communication between staff and students via social media platforms is inappropriate and a breach of the Public Sector Code of Conduct.

**I have read, understood, and agree with the above mentioned.**