

ICT and BYOD Policies at CBHS Lewisham : An Executive Summary for Staff



1. We open hearts and minds, through quality teaching and learning experiences, so that through critical reflection and engagement each person is hope-filled and free to build a better world for all. Therefore we use ICT:

- as a tool to enrich learning experiences in our classrooms; to engage, motivate, inspire, encourage and demonstrate learning.
- to open pathways to information that will enable us to think, to feel and to be aware of our world, our experiences and the experiences of others
- in a manner that ensures the use of ICT and mobile devices at school is related to genuine curriculum and education-related learning activities.
- to practice discernment and avoid allowing ICT related distractions to diminish our learning or the learning of others

2. We invite all people into the story of Jesus and strive to make his message of compassion, justice and peace a living reality within our community. Therefore we :

- use ICT in ways that are consistent with the values of our school including honesty, kindness, integrity and responsibility.
- never use ICT to humiliate, demean or hurt others.

3. Our community is accepting and welcoming, fostering right relationships and committed to the common good. Therefore we:

- communicate and collaborate using ICT in a spirit of learnedness with respect for the dignity of each and every person in our school
- exercise appropriate care for and stewardship of the ICT property and resources of the school and of other people.
- recognise the authority and responsibility of staff to direct, permit, restrict and authorise the use of ICT at school and act accordingly.

4. We are committed to justice and peace for all, grounded in a spirituality of action and reflection that calls us to stand in solidarity with those who are marginalised and the Earth itself. Therefore we :

- develop strategies for the use of ICT resources equitably, justly and fairly, with a sense of shared responsibility.
- maintain accountability for our actions when using ICT
- take responsibility for reporting inappropriate usage of ICT in our school community

TEACHERS using ICT in their classrooms have the right and responsibility to:

- deem when it is necessary for students to use their own devices in class and when it is not.
- clearly deliver expectations in the appropriate use of ICT for specific learning tasks in their class
- observe, watch and learn from students - chances are they know stuff we don't!
- actively supervise students as they use ICT.
- record misuse of ICT through ;
 - comments in diaries or phone calls to parents
 - demerits
- refer repetitive academic misuse (more than 3 instances a term) to KLAC's
- refer misuse connected to safety and well-being of students to PC's
- refer any misuse (by students) concerning staff to a member of the SLT
- not only ask for student devices, but ask for access to them (via codes or pin numbers), should you suspect misuse.
- decipher whether or not misuse is severe enough to warrant confiscation until the end of the lesson. Confiscation beyond the lesson should be carefully considered as personal learning devices will become an essential part of any students learning and significant follow up is required.

If a teacher feels that the severity of misuse (concerning either TEACHING AND LEARNING or SAFETY AND WELL BEING), warrants investigation beyond the lesson, devices must be forwarded immediately to either KLAC's, PC's or SLT

KLAC'S overseeing the use of ICT for teaching and learning in their KLA, have the right and responsibility to:

- plan and collaborate with staff, on the use of ICT within their KLA
- engage the SAMR model for integration of technology within their KLA's (Substitution, Augmentation, Modification and Redefinition)
- act as the first reference point when ongoing, continual misuse of ICT (connected to teaching and learning) has not been resolved by classroom teachers within their KLA

Examples of misuse concerning **Teaching and Learning** may include, but are not limited to:

- (a) Students accessing their device without the classroom teachers permission
- (b) Accessing content over the internet not relevant to class or contrary to teacher instruction
- (c) Playing games during class that are not relevant to learning or without instruction from the teacher
- (d) Listen to music during class without approval.
- (e) Academic malpractice

Actions that may be taken due to misuse associated with **Teaching and Learning:**

- (a) Comments to parents through the student diary
- (b) Academic demerits in the student diary
- (c) Repeated issuing of academic demerits will result in student discussion with the KLAC
- (d) At the discretion of KLAC, a final warning or formal detention. (only after 3 or more demerits have been issued)

Academic misuse after these measures have been enacted will be referred to the Pastoral Coordinators.

PASTORAL COORDINATORS have the right and responsibility to engage with students regarding any misuse of ICT concerning safety and well-being. PC'S may:

- Access all content on personal learning devices for the purposes of gathering information on specific instances of the misuse
- Establish who was involved in the breach of acceptable conduct and to what extent.
- Decipher the appropriate course of disciplinary action.
- Depending on the severity of the misuse, contact parents and/or SLT.

Examples of misuse concerning **Safety and Well Being** may include, but are not limited to:

- (a) Malicious damage to the property of others
- (b) Viewing inappropriate content.
(sexually explicit, malicious or dangerous behaviour)
- (c) Taking unsolicited photographs of others in the school community.
- (d) Publishing unsolicited photographic, video and/or audio content in any way, shape or form.
- (e) Cyberbullying - abusive or threatening communication via messaging, email or social media

Actions that may be taken due to misuse associated with **Safety and Well-Being** include, but are not limited to:

- (a) the matter being immediately referred to the Pastoral Coordinator
- (b) the device is taken away by a teacher for the remainder of the lesson
- (c) the device is taken away by a Pastoral Care Coordinator for the remainder of the school day.
- (d) The Pastoral Care Coordinator, Assistant Principal or Deputy Principal may confiscate personal learning devices, until collected by parents.