Clayfield College Boarding House Technology Policy

As per the 2025 Boarding Handbook

Students in Years 5 to 9 are not permitted to have their mobile phones with them at school. Day students hand their phones in at Student Services each morning upon their arrival at school and collect them at the end of the school day. Therefore, boarders in Years 5 to 9 leave their phones securely locked up at the Boarding House. Their phones will be given to them upon their return from school once they have finished afternoon tea, collected their laundry, changed out of their school uniform and showered.

Boarding students in Years 10 to 12 are permitted to take their mobile phones to school but they must be placed in their lockers. They must check in via the Orah app upon their arrival at school each morning. If a student does not continually do this, they will not be permitted to take their phone to school.

All technology, including mobile phones, laptops and iPads, is collected from all students each evening and locked in the relevant secure cupboards overnight. Students in Year 12 are permitted to have their laptops after collection time if they wish to continue studying.

Technology collection is in place to ensure students are getting the required amount of sleep. The research is there, phones and sleep do not mix. According to research:

- One in three teens say they are on their phones at night when their parents think they are asleep
- 10% of teens check their phone notifications more than 10 times a night
- 73% of teens get insufficient sleep to function in an optimal way

Sleep is crucial for the overall health and wellbeing of young people. A lack of sleep impacts mental health, including focus and learning, and physical health, including appetite, metabolism, and immune, hormonal and cardiovascular function.

* Raising Tech-Healthy Humans – Daniel Sih

Distribution and collection of technology differs on the weekend as we do want our boarders to relax, watch a movie and catch up with family and friends.

Students who misuse technology outside of distribution and collection times and access non-permitted sites will receive a consequence of the confiscation of their phone for an allocated time as determined by the Head of Boarding.

The College's secure internet service blocks inappropriate sites, however, students can still access through their data if parental controls are not put in place on their technology. For your child's safety, please ensure you install appropriate parental controls on your child's phone and laptop.

Misuse of technology such as email, computer games, YouTube, social media and movie watching, is not permitted during Prep and will also receive a consequence of technology being removed for a period of time.

Mobile phones are <u>not</u> allowed to be used during mealtimes, Prep, chapel service or while walking along the street, including to and from school.

Parents will be notified by the Head of Boarding, Assistant Head of Boarding, or Head of Year Boarding Supervisor if a mobile phone has been confiscated. Phones throughout the Boarding House are available for students to call their parents if this is the case.

The Boarding House refers to the schools' *Student Technology Guidelines and Agreement* which is summarised below. This documentation is signed upon enrolment and can be found in the Student Diary. It is also discussed in Year Level Meetings at school.

Let your light *shine*

Student Technology Guidelines and Agreements

Technology access is available to all students as part of the teaching and learning programs offered at Clayfield College.

This document sets out guidelines for use of:

- Clayfield College iPads and other computer systems
- Bring Your Own Technology (BYOT) which includes iPads or laptops, that are brought onto the Clayfield College property and or to Clayfield College activities
- Other digital technologies such as mobile phones, smart watches and tablets.

Students and their parents or carers are required to sign this agreement every year to indicate they have acknowledged and will follow the guidelines

Student Responsibilities

- Use the device as instructed by your teacher.
- Maintain a secure password which is not to be shared. When at school, students can connect only to the Clayfield College WiFi. Hot spotting, tethering or roaming to other networks to bypass filters is not allowed.

Respect

- When using digital technologies communicate respectfully by ensuring that what you write or post is polite, respectful and meaningful.
- Do not copy someone else's work or ideas from the internet and present them as your own (always reference pictures and weblinks that you use).
- Use spaces or sites that are right for your age.
- Take care of the digital technology equipment that you use and that others bring in as you may be responsible for any damages.
- Do not download anything unless requested by the teacher.
- Do not message or email during school times unless with a teacher's instruction.
- Only use Airdrop, Airplay and Airserver to access and share documents when instructed by a teacher.
- Students must not knowingly search for, link to, access, send or store anything that is:
  - Offensive
  - Pornographic
  - Threatening
  - Abusive
  - Defamatory
  - Considered to be bullying
  - May injure the reputation of Clayfield College or cause embarrassment to the College.
- Students are not permitted to:
  - Mass iMessage (large group or class chats), spam or send chain communication
  - Perform any activity using an anonymous or misleading identity
  - Download illegal content or engage in inappropriate online activity
  - Use a personal mobile phone during school hours
  - Use other digital technologies such as smart watches to send messages during school hours.

  Specifically, if you are bringing your own device to school:

  - Ensure that iMessages is turned off and not in use whilst on school premises
  - Ensure there is enough hardware space available (20% free as a minimum)
  - Maintain operating system updates
  - Backup all content and files regularly.

Supervision and Monitoring

- Clayfield College can perform an audit report of a Clayfield College or BYOT device that includes internet history, App usage and communication.
- All emails and communications, including iMessaging, that are sent and received using the Clayfield College system may be recorded.
- Clayfield College staff can take away and review an individual student's use of a Clayfield College device, BYO device or mobile phone if misused at school.

Safety

- Understand the legal requirements to use social media sites (13 years and over) and seek parental permission before using.
- Do not capture and or upload footage, images or information to social networking sites without the express permission of every person mentioned, captured or inferred.
- Do not upload any images or video footage that identifies you as a Clayfield College student. For example, do not post in your school uniform.
- Represent yourself, peers and family appropriately when accessing the online space. Be cautious not to defame, insult or offend another person's character, as you will be held responsible for your online communication.
- Practice digital safety. Never reveal your full name, address, telephone number or financial information to anyone online.
- Understand that once something has been sent and or uploaded online, even if it is deleted, it will always be a part of your digital footprint and can be retrieved.
- Get help from a trusted adult if you see any inappropriate use of digital technology or cyberbullying.

Support

- If technology is used to bully, harm or threaten other students and or compromises your own wellbeing this will be followed up at school, even if this occurs outside of school hours.
- Refer to the following helpful websites for online safety procedures, resources and reporting practices:

  - esafety.gov.au
  - kidshelpline.com.au
  - bullyingnoway.gov.au
  - safeonsocial.com
  - thinkuknow.org.au