

# Henderson Intermediate School

## DIGITAL DEVICES POLICY

All digital devices are provided by HIS as educational tools to support your learning; this includes internet access.

### **Cellphones and Other Personal Digital Devices**

Henderson Intermediate School does not recommend that students bring personal digital devices to school. These are not necessary to have during the day. However we understand that some parents/caregivers like their children to have a device to communicate with them after school. If a parent/caregiver needs to contact their child urgently during the day, they should call the office.

**Personal digital devices must be handed into your Homeroom Teacher** for safe keeping. Once handed in, the School will take all reasonable steps to ensure these are kept secure. The School does not accept responsibility for lost/damaged or stolen personal devices brought to school but investigates any issues as appropriate. **If the device is not handed in, it will be confiscated and returned to the student at the end of the school day.**

Failure to follow the guidelines below, and to use your own common sense in judging what is right and what is wrong, will result in removal of your right to use digital learning devices in your class. Other consequences may also apply.

While using a digital device:

### **You are expected to:**

- Access resources made available across the school's network.
- Always use the computers and network resources with care and respect.
- Use the digital resources for educational purposes.

### **You are expected to never:**

- Access proxy sites that allow you to bypass Henderson Intermediate's internet security and controls.
- Access, download, distribute or publish offensive material.
- Use obscene, offensive, disrespectful or aggressive language towards others.
- Give away or publish your own (or anyone else's) personal contact details over the Internet.
- Give away or publish your own (or anyone else's) login details.
- Send email "Spam."
- Use another person's log-in details.
- Violate copyright laws by copying any media files onto the school servers like games, mp3 songs or movies.

### **You should also be aware that:**

- Teachers are able to see into your user (home) folder. They can delete, add or change anything. Your user folder is an extension of your workbook – it is not a place to keep your secrets! For maintenance and management reasons, network administrators have full control over all folders.
- You are responsible for the contents of your own user folder on the server.
- While using school devices students are monitored with a safety platform called Linewize. This means every key stroke students make is recorded and monitored. Staff are alerted immediately to any online behaviour that is unsafe.

### **Student declaration:**

- I have read and understand this policy.
- I agree to abide by this policy and understand the consequences of a breach of this policy.
- Deliberate damage to a School Chromebook, will result in an invoice being sent home, to cover repair costs.

Student signature: \_\_\_\_\_ Name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed on 25<sup>th</sup> March 2024**