

Digital Technology Guidelines

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data. Well known examples include laptops, tablets, mobile phones, social media, online games and wearable tech (*e.g. smart watches*). The use of digital technology within schools should be safe, responsible, legal, appropriate and for educational purposes. This document offers staff, parents and students a practical guide to the use of technology, both at home and at St Mary's School, Mackay.

Implementation:

1. The general advice is that while allowed, students should avoid bringing any technology devices to school.
2. Students who bring digital technology devices (*e.g. iPad, mobile phone*) to school are to store them in the office for safekeeping throughout the day. Upon departure from school, students collect the device from the office, which can then be used for normal and appropriate use.
3. Any student with a medical condition that requires monitoring technology (*e.g. Diabetes*) is able to keep their device with them during the school day.
4. Students should avoid bringing wearable tech devices to school, as they provide a significant distraction throughout the day.
5. If wearable tech is worn at school, the use of any audio or video recording function is prohibited.
6. If a wearable tech device is deemed by the teacher to be causing a distraction, it will be confiscated until the end of the school day. Wearable tech must not be worn in exams.
7. Student use of social media is discouraged.
8. If parents consent for their child to have a social media account, the age restriction of the social media platform should be consulted. Regular monitoring of any social media account should be conducted by the child's parents.
9. Inappropriate use of social media is generally dealt with outside of school (*i.e. parents*), and in some cases may require involvement of external agencies (*e.g. Qld Police*).
10. Any issue that affects the wellbeing of students should be communicated to the school. A decision will be made by the school leadership team whether the incident requires the school Behaviour Management or Student Protection procedures to be enacted.
11. Recommended daily screen time should not exceed 1 hour per day (2-17 year olds).

Reflection Material:

- *Information and Communications Technologies Code of Practice: Year 3-6*
- *Circular 2019/110 Wearable Technology in the Classroom*
- *esafety commissioner*. <https://www.esafety.gov.au/>
- *QLD Health* <https://www.health.qld.gov.au/news-events/news/screen-time-advice-parents-baby-child-infant-toddler-guideline-queensland-health#:~:text=Children%20aged%20between%20two%20and,hour%20period%20%2Dless%20is%20better.>