13. 1:1 Device Program: Behaviour Management Policy/Process

Guiding Documents:
- Acceptable Use of Technology Policy
- Student Device Program – Guidelines

Technology
The class teacher needs to supervise students' technology use closely to avoid misuse of such during class time and in exam sessions (if online).

Examples of Misuse/Abuse
1. Use of Skype and other social network websites or applications.
2. Use of games or gaming applications that are not required for curriculum purposes.
3. Illegal downloads (music, video, software, etc) found on the device.
4. Leaving the device unattended.
5. Leaving the device in a locker that is not locked.
6. Carrying the device without it being in the case and bag provided by the School.
7. Tethering the device to a mobile phone for the purposes of accessing the internet or backing up the mobile phone.

Non-adherence to the Acceptable Use of Technology Policy will result in loss of technology privileges. The time periods to be determined by the Dean of Studies/Dean of Students depending on severity of offence.

Penalties for misuse/abuse of laptop
1. Verbal warning with the details recorded and an email sent to parent/guardian.
2. Detention (lunch-time).
3. Device confiscated for an agreed period of time.

Process for reporting misuse/abuse of laptop
1. Teachers report offence by email to the Head of House, with the following details.

    a. Name of student
    b. Class
    c. Offence description and location
    d. Date

2. If student is without a laptop case under any circumstances, the teacher is to confiscate the laptop immediately and take to the student's Head of House. The Head of House will return the laptop when the student produces the laptop case.

3. Removal of internet access.

4. Hand in laptop to Head of House at the end of the School day and collect in the morning.

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