

MOBILE TECHNOLOGY POLICY

BASIC BELIEFS

Mobile technology has become an important and invaluable part of our modern lifestyle. As well as being an important means of communication, mobile devices such as note- and netbooks, phones, iPads and iPods are also becoming a valuable learning tool that many students have access to. The school understands that there are times when possession of a mobile device is required, whether that be for parental contact after school hours, or for use in classroom learning activities during the school day. Our aim is to ensure that all students use mobile devices appropriately and respectfully. They are never to be used to harass, bully or threaten others, or to interfere with the teaching and learning of any student or staff member. Appropriate use of mobile devices at school means any teacher-directed use within the classroom as part of the learning activity.

AIMS

- to provide a happy, safe and stimulating learning environment for all students
- to ensure that teaching and learning is enhanced but not interrupted by the use of mobile technology
- to minimise the risk and incidence of cyber-bullying
- to ensure that valuable items are not lost or stolen at school
- to encourage responsible use by students

GUIDELINES FOR ACTION

Mobile phones

- Students are permitted to use mobile phones at school **for TEACHER-directed use** within the classroom, although it is not mandatory for students to have a mobile phone, and no classroom activity will be dependent on them
- Other than as a learning tool, or to communicate with family members outside of school hours, mobile phones are not to be used at school. If they are brought to class but are not required for any teacher-directed activity, they **MUST** be switched to silent or off. Further to this, students are not permitted to use their mobile phones before school, at recess and at lunchtime
- Any breach of appropriate use (ie use that is not teacher-directed and learning-focused) will result in the mobile phone being confiscated for the rest of the day and placed in a box in the General Office. The staff member will then enter onto Compass that the mobile device has been confiscated. The phone will need to be collected by a parent at the end of the school day. The phone **MUST** be collected from the appropriate Sub-School Manager to ensure that the policy of the College is clearly explained.
- Mobile phones remain the property and responsibility of the student. **THE COLLEGE CANNOT TAKE RESPONSIBILITY** for lost, stolen or damaged phones. Personal student or staff phones are not covered by the DEECD's insurance cover.
- Students may sign their phone into the General Office for safekeeping if they don't wish to take responsibility for their phone themselves. The phone may be collected at the end of the school day.
- Parents or caregivers wishing to leave messages for their children should do so by telephoning the College. Staff will ensure that messages are passed on during class breaks.
- General Office staff and Year Level Coordinators will also assist students who need to contact family or other persons. A telephone is also available for student use. Students need to speak to the Office staff to request the use of a phone.

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Notebooks and Netbooks

- Years 11 and 12 students are permitted to bring their own notebooks or netbooks to school, to assist with their studies but will not have access to the College's internet facilities or the College server. College netbooks and notebooks are available for student use if internet or College server connection is required
- Students in other year levels will have access to the College's 1:1 Computer Program (Years 9-10 students), or to large numbers of College computers which teachers will book and bring to class. Students in other year levels will therefore not need to bring their personal notebooks or netbooks to school
- Personal netbooks and notebooks remain the property and responsibility of the student. **THE COLLEGE CANNOT TAKE RESPONSIBILITY** for lost, stolen or damaged notebooks or netbooks. Personal student or staff devices are not covered by the DEECD's insurance cover
- Personal netbooks and notebooks are **ONLY** to be used for learning activities and completion of student work

iPods and portable music players

- Students are permitted to use iPods or other portable music players at school for TEACHER-directed use within the classroom e.g. listening to designated podcasts, accessing designated photos or video links etc.
- Other than as a learning tool, iPods and other portable music players are not to be used at school. If they are brought to class but not required in that lesson, they **MUST** be switched off and not used to distract any student
- iPods and portable music players remain the property and responsibility of the student. **THE COLLEGE CANNOT TAKE RESPONSIBILITY** for lost, stolen or damaged devices. Personal student or staff devices are not covered by the DEECD's insurance cover.
- any breach of appropriate use will result in the iPod or portable device being confiscated for the duration of that lesson. The staff member will then enter onto Compass that the mobile device has been confiscated. Repeat offenders will have their device confiscated for the remainder of the day and placed in a box in the General Office. It will then need to be collected by a parent at the end of the school day. The device **MUST** be collected from the appropriate Sub-School Manager to ensure that the policy of the College is clearly explained

iPads and hand-held devices

- Students are permitted to use iPads or other hand-held devices at school for TEACHER-directed use within the classroom e.g. completing specific work tasks and research, viewing designated podcasts, downloading information etc.
 - Other than as a learning tool, iPads and hand-held devices are not to be used at school. If they are brought to class but not required in that lesson, they **MUST** be switched off and not used to distract any student
 - Personal iPads and other hand-held devices remain the property and responsibility of the student. **The College cannot take responsibility** for lost, stolen or damaged phones. Personal student or staff iPads or hand-held devices are not covered by the DEECD's insurance cover
 - Any breach of appropriate use will result in the iPod or portable device being confiscated for the duration of that lesson. The staff member will then enter onto Compass that the mobile device has been confiscated. Repeat offenders will have their device confiscated for the remainder of the day and placed in a box in the General Office. It will then need to be collected by a parent at the end of the school day. The device **MUST** be collected from the appropriate Sub-School Manager to ensure that the policy of the College is clearly explained
- What about mention of parents reading this policy and signing it as understood and returning to school at the beginning of school year so they have a clear understanding re the change of policy as they are often the ones who pay for these devices.