

# Digital Device Policies

Students and parents are expected to familiarise themselves with the policies set out below.

Students and parents must sign the Learning Technologies User Agreement. The College relies on the support of parents to assist their child to abide by the conditions of use of their digital devices. It is important that parents help their children maintain a balance in their lives and place limits on their screen time. It is also crucial that parents have ongoing discussions about what is acceptable and appropriate when using their digital devices. No digital device is to be used by a student outside the classroom unless directly authorised by a teacher. If a parent needs to contact their child during school hours they are required to telephone the College on 4285 2877. Similarly if a student is required to contact a parent, they are to visit Student Services. Any device, whether Sanctioned or Unsanctioned, used contrary to College policy may be confiscated.

## *Sanctioned Devices*

Sanctioned Devices refer to iPads for Year 7, 8 and 9 and Macbooks for Year 10, 11 and 12 that the College has requested for students to use as a tool in their learning. In 2017 Year 9 students can use either an iPad or a Macbook as their sanctioned device. If Year 9 students choose to use a Macbook as their sanctioned device, they must complete a Macbook transition form obtained from their Year Coordinator. Sanctioned Devices are only to be used during class time at the direction of the teacher. Inappropriate use of the Device during class time, or use of the Device outside of class time, may result in the Device being confiscated. The College offers a Google Drive account for students to store their personal files. It is the responsibility of all students to backup their own files. The College takes no responsibility for digital resources that are lost or corrupted. Students are also encouraged to purchase a digital storage device so they may fully back up their digital device at home.

If a teacher believes the contents of a Sanctioned Device should be examined or monitored, approval will be sought by the Principal or the Principal's Delegate.

## *Inappropriate Use of a Sanctioned Device*

Inappropriate Use of a Sanctioned Device by a student includes but is not limited to: Minor offences Using the Sanctioned Device in class when they have not been directed to do so by their teacher Using the Sanctioned Device for purposes that run contrary to the lesson structure and/or College policy

### *Major offences*

- Aiding and abetting the piracy of digital resources
- Maliciously damaging a digital device
- Bullying or harassment
- Attempting to compromise the College Network or another user's account
- If a student engages in inappropriate use of a Sanctioned Device the teacher may confiscate the Device.

## *Unsanctioned Devices*

The College does not endorse bringing Unsanctioned Devices to school. These devices are a target for theft and can be used to compromise the privacy and safety of staff and students. They can also detract from the rich learning and social opportunities provided to students whilst participating in everyday College life. Unsanctioned Devices are devices that are not required for a student's learning and they **MUST NOT** be used on College grounds or on school business unless under the direct

supervision of a teacher. Unsanctioned Devices includes mobile phones, iPods, cameras and portable hard drives. Unsanctioned Devices are to be kept in the student's school bag unless directed otherwise by a teacher.

Failure to observe this policy will result in the confiscation of the Unsanctioned Device. From time to time teachers may allow students to use an Unsanctioned Device under supervision as a tool in class activities or in other appropriate circumstances. Inappropriate use of the device in these circumstances may result in the Unsanctioned Device being confiscated.

### ***Confiscation of Student Property***

When a teacher identifies that an item is to be confiscated, it will be given to staff in the Student Services Office.

The property will be:

- logged into the confiscation data base by the teacher noting: date, student name, item, teacher's name;
- the property will be labelled or tagged (eg small items such as jewellery will be put into a sealed envelope with student name clearly noted).

Students may collect their property according to the following regime:

- 1st offence: at Lunch Two on the FRIDAY of that week and will sign for the item;
- 2nd offence and subsequent offences: by parents, in person; or

as determined by the College.

If the confiscated item is a prohibited item under NSW law (eg alcohol, tobacco, knives) it can only be collected by a parent, as allowable by law, even if it is the 1st or 2nd offence. At the end of the year all remaining items of confiscated property will be disposed of as appropriate. (Reminder notes will be issued to parents in the College Newsletter during December.