

RATIONALE

Many students bring their portable electronic devices to school. This includes phones, tablets and computers. While parents provide mobile phones for reasons such as to ensure the safety of their children off school grounds, we must also ensure the safety of all our students in our care and maintain the good order of the College.

Mobile phone use can be disruptive and using inbuilt cameras (still and video) in portable devices such as phones, iPods, tablets or similar to film people and their activities without their knowledge and/or permission, is an invasion of privacy and will not be allowed.

Unauthorised use of these devices may also compromise the College's control of its internet access and acceptable usage policy, including aspects of the College's anti-bullying policy as well as leading to an unacceptably slow rate of data transmission for authorised use in class activities.

AIM

To ensure the privacy and security of all members of Darling Range Sports College is respected and the teaching and learning program is not negatively affected by portable electronic devices used inappropriately.

IMPLEMENTATION

Students are encouraged **not** to bring mobile phones, MP3 players (such as iPods) or other similar devices to the College. If such devices are brought to the College, students are encouraged to hand the device into the Front Office for safe keeping until the end of the day. The College takes **no responsibility** for loss or theft of portable electronic devices if the device is not handed in to the Front Office on arrival. Any devices remaining in the student's care are to be **switched off** and **out of sight** throughout the school day unless being used under the direct supervision of the classroom teacher for educational purposes.

If a staff member observes a student using a portable electronic device without direction or supervision by a teacher, the following procedures will be followed:

- The device will be confiscated, labelled and handed into the Front Office as soon as practicable after the confiscation.
- The confiscated device may be collected from the Front Office by a parent/carer at the completion of the day.

The use of a device and its embedded camera for both still and video photography may occur only with the express permission and supervision of the classroom teacher for curriculum purposes. Internet access by devices may also only occur under the direction and supervision of the classroom teacher for curriculum purposes.

- Any student found to be misusing their device through photography or internet access will have the above sanctions apply.

Consequences (which may include suspension) will be applied to any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents, or staff on College premises.

ELIGIBLE STUDENTS

All students in Years 7 & 8 are required to bring their own portable electronic device to school each day; it is optional for students in all other years.

Students will need to abide by the terms and conditions outlined in the relevant policies.

Students will need to ensure that they use the College network and Internet connection responsibly as outlined below and as directed by their teachers.

OWNERSHIP OF TABLETS

At all times the device is owned by the student/parents and as such, remains the responsibility of the student/parent.

MINIMUM SPECIFICATIONS REQUIRED

Only devices meeting the minimum specification provided by the College will be able to be connected to the College's network. Whilst at school, students must connect to the College's network to allow access to the Internet and other network facilities.

To enable the best outcomes and connection to the College network, the *minimum* specifications are:

- A minimum of Windows 8.1 (Not Windows RT) or Windows 10 operating system
- A minimum of 4GB RAM
- USB port or external hard drive (wireless)
- Long battery life
- Robust carry case
- Software and Apps as per information sheet
- Option – touch screen with stylus

POSSIBLE LEASING COMPANY

The College has been in discussion with an electronic devices supply company whereby students and parents may lease or purchase a device which meets the minimum requirements of the College. Details are available on request.

You may choose to lease (or buy) your device from any supplier, however we strongly recommend that you ensure that the repair/replacement policy allows for a quick turnaround should it be required. Our supplier has included in their price a repair/replacement facility which includes pickup and delivery back to the College within a short period of time.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents will need to supply an acceptable device for their child to use during school hours.

It is recommended that parents have access to the device and occasionally check the software and other files saved on it to ensure that they are legal, ethical and suitable for school.

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

RESPONSIBILITIES OF TEACHERS

Teachers at Darling Range Sports College will monitor the use of the devices in class and provide instruction and guidance to students with regard to appropriate use.

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of students.

It is not a requirement that the devices will be used every lesson; the teacher will decide, based on the particular task at hand, if it is appropriate to use the device during the lesson.

RESPONSIBILITIES OF STUDENTS

Students must at all times use their device and the College network in an acceptable and responsible manner.

Students will need to:

- Bring their **fully charged device** to the College every day. It is recommended that the device is *charged overnight* as there will be no facility to charge the device at the College.
- Adhere to the Portable Electronic Devices Policy and the Acceptable Network Usage Policy at all times.
- During class time, all data (ie documents, images, files, folders etc) is to be saved on the device unless otherwise instructed by the teacher.
- All data must be backed up each night by the student (eg to an external hard-drive or to the cloud). Lost data in malfunctioning devices will not be an acceptable reason for submitting work late – the student will need to show evidence of work in progress via their backups.
- Ensure that images on the desktop or stickers are appropriate for school.

When transporting the device to and from the College and during the school day, it is recommended that students:

- Ensure the device is in a protective cover.
- Keep the device in a school bag.
- Never leave the device unattended.

DAMAGE, VANDALISM AND/OR LOSS OF ELECTRONIC DEVICES

The student and parents must accept full responsibility for the care and use of the device. Darling Range Sports College does not accept responsibility for the theft or loss of the device (in part or whole) or any accessories. It is recommended that families check their personal insurance coverage details for events of loss or damage to devices and if not already covered, elect to purchase or include suitable insurance for the device, recognising that there is risk associated with bringing electronic devices to school.

REPAIRS OF DEVICES

If the device has been leased from the recommended supplier, the College will collect the damaged devices via the Library and re-issue them to students once they have been repaired and returned to the College. ***Students are to submit a request for repair to the Library before school only.*** Students will need to leave the device in a clearly labelled bag or carry case, with full details of the problem enclosed inside. Students will be notified when the device is available to be picked up.

Devices purchased or leased from other suppliers will need to be returned directly to those suppliers by the student or parent; the College is not able to assist in these instances due to warranty restrictions.

TECHNICAL SUPPORT

To enable the efficient and effective use of the student-owned electronic devices during school hours, students will be given access to the College network. Students will be trained and given supporting documentation on how to access College network facilities.

Technical support will only be available during normal school hours to assist with **connection to our network**. If a student is experiencing a problem with their device, it must be reported immediately.

Technical support is not provided for hardware or software problems that may occur with devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

Misuse and Breaches of the Portable Electronic Devices Policy and/or Acceptable Network Usage Policy

For full details, refer to the relevant policies; however, if a student is found to have misused their device, there are a range of sanctions which may apply including, but not limited to:

- Loss of some or all network privileges for a period of time
- Suspension from school
- Reporting of a criminal offence to the Police

Where there is reasonable cause to suspect that material contrary to the ethos of the College and this policy is being brought to school on an electronic device, the College will confiscate the device and conduct a search for the material. Parents will be contacted prior to the search being conducted.