



Digital Devices Policy

Introduction

Catholic Regional College Melton has established the following Acceptable Use Policy for mobile phones, iPads and other digital devices that provides teachers, students and parents guidelines and instructions for the appropriate use of electronic equipment during school hours.

Purpose

The widespread ownership of mobile phones and iPads (and video other electronic devices such as cameras and video cameras) among young people requires that teachers, students and parents take steps to ensure that electronic equipment is used responsibly at this College. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones and iPads can be clearly identified and addressed, ensuring the benefits that such equipment provides (such as increased safety) can continue to be enjoyed by our students.

The Acceptable Use Policy for mobile phones, iPads and digital devices also applies to students during school excursions, camps and extra-curricular activities unless express permission is granted to alter this policy.

Rationale

Catholic Regional College Melton accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Responsibility

1. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
2. The decision to provide a mobile phone to their children should be made by parents or guardians.
3. Parents should be aware if their child takes a mobile phone to school.

Acceptable Uses Mobile Phones

1. Students are not permitted to use their phones at school between homeroom 8.45 am and 3.20pm. Phones are to be kept in their lockers throughout these times, this includes recess and lunchtimes.
2. Mobile devices may only be used during school times if authorised by College Staff; this includes school excursions, camps and extra-curricular activities (unless the excursion guidelines stipulate that mobile devices are not permitted).
3. Non-observance or breaches of these rules will result in the mobile phone being confiscated for the day and can be collected from the College Office at the end of the day. A second confiscation will result in the student's phone being locked in the College safe overnight and collected the next day. A third breach will require parent collection of the phone from the College Office.
4. Parents are reminded that in cases of emergency, the College Office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Theft or Damage

1. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
2. The College accepts no responsibility for students who lose or have their mobile phones stolen or damaged while travelling to and from school.
3. Mobile phones which are found in the school and whose owner cannot be located should be handed to student reception areas.
4. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords may not be shared.

Sanctions

1. Any student/s found using a mobile phone to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the College.
2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the College.
3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the College.
4. Filming of students at school using an electronic device is strictly forbidden. Any students involved in this practice will be suspended.
5. Students who have taken photos or videos at school without permission and then transmitted the photo or video to other electronic media such as the internet will have placed their enrolment at the College in jeopardy. This is viewed as a serious breach of an individual's privacy.
6. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the College is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

Acceptable Uses Digital Devices

This agreement is binding on all Digital Devices utilized within the environs of CRC Melton including self-purchased devices. (BYOD).

All Digital Devices and iPads purchased by CRC Melton remain the property of the College at all times until ownership has been transferred in writing.

Usage Guidelines

- Students must adhere to the CRC Melton Acceptable Network Use and Internet Use Agreement at all times. This includes usage of the Digital Devices purchased by CRC Melton and used out of school hours and BYOD devices
- Students will be required to bring their Digital Devices to school fully charged every day. Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day. The College does not have provision for 'loan' Digital Devices for students who leave their Digital Devices at home.
- Students must carry the CRC purchased iPad in the supplied protective case at all times. Carry cases must afford some level of protection against drops, knocks and minor liquid spills. The use of third-party cases is not allowed only College supplied cases. Students using a BYOD computer need to provide their own case.
- Deliberate attempts to avoid the College restrictions to websites deemed inappropriate is forbidden and will be dealt with under the College's Internet Agreement Policy. This includes the use of personal hotspots from mobile phone.
- The set up and configuration of the Digital Devices is not to be changed. This does not preclude students from configuring the iPad or the BYOD for access to home networks and home Internet Service Providers. However, it is the responsibility of the student to ensure that the iPad or BYOD remains in a state ready to be connected to the school network.
- Students may not disassemble any equipment. All repairs will be organised by the school.
- iPads and BYOD must be secured in lockers whenever they are not in the student's direct possession, such as at recess, lunchtimes and during P.E. classes. iPads and BYOD should not be left unattended in bags or in

classrooms. iPads and BYOD must be used solely by the student who has signed this agreement and not 'lent' to other students.

- iPads and BYOD should only be used in the classroom when required by the teacher. Inappropriate use in the classroom may result in sanctions including the confiscation of the Digital Devices.
- Students may not "jail-break" or otherwise "hack" or attempt to break security protocols in place. All software on the Digital Devices must be legitimately purchased via the Apple iTunes store. Software not available on the iTunes store is not allowed. Digital Devices, which have been found to be "jailbroken" or hacked, will be reset without notice.
- Students may not install any counterfeit software or attempt to break security protocols in place. All software on the BYOD must be legitimately purchased, licensed or downloaded from the Apple App Store. BYODs that breach any of these stipulations will not be allowed to connect to the College network and sanctions may be placed on the student.
- Students must set up an iTunes account for iPad use and download required applications that are required for classes.
- Students are responsible for backing up personal data. Students are responsible for the safety and integrity of the data on the Digital Devices. Students are encouraged to back-up their data regularly. The College accepts no responsibility for lost data.
- Reformatting of the College iPads will be undertaken when deemed necessary by the school's technicians. Reformatting causes all programs and files on the Digital Devices to be erased and the device to be returned to its original state.
- The College iPads internal memory and storage areas are to be considered public access for the purposes of security. Students should not store private or sensitive information on the Digital Devices.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the Digital Devices responsibly. Users should not expect that files stored on the Digital Devices will always be private. Students are reminded that the iPad remains the property CRC Melton.
- The student is responsible for the appropriateness of all files and data stored on the Digital Devices, including all files and/or data contained within cookies, caches and temporary internet storage areas.
- Inappropriate media may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in sanctions.
- Passwords on the Digital Devices are not to be used.
- Students may not take photos of other students or staff without their express permission. Students may not have unauthorised photos in their possession or upload unauthorised photos to any website or network storage area. Students may not pass unauthorised photos onto other people.
- Students may not add or remove any identifying labels directly on the College iPads as this will void any warranty.
- Misuse of the College iPads may result in the equipment being required to be returned to CRC Melton.
- The College iPads may be retained by a student over the Summer holidays or returned to the College.

History of updates to this Policy:

Approved by Leadership Team:	September 2020
Next Review:	September 2022