Loreto College,

Marryatville – South Australia

Portable Digital Device

Acceptable Use Policy
Portable Digital Device Acceptable Use Policy

Portable digital devices include but are not limited to:
- Mobile phones
- Ipods
- Mp3 players
- Personal digital assistants
- Personal media devices including gaming machines

Purpose

Portable digital devices have become an important and invaluable part of our modern lifestyle. The increased ownership of these devices requires that Loreto College administrators, teachers, students and parents take steps to ensure that these devices are used responsibly within the College environment. With the use of this technology comes a whole set of issues relating to access rights, privacy and harassment.

The major concerns relating to the use of portable digital devices in the College environment are:
- Disruption to the educational programs through the receipt and transmission of text messages as well as telephone ring tones;
- Privacy, child and data protection concerns relating to the ability of many devices to take photographs or record conversations in the ignorance of those being recorded, and then use and distribute inappropriately;
- Storage of unsuitable material on the device;
- Blue tooth connections can capture images and data from other devices;
- Devices can be used to access inappropriate websites;
- Loss and / or theft of devices;
- The ‘rights’ of students to communicate with parents or anyone else and the ‘right’ to receive communications at any time;
- The ‘rights’ of the College to confiscate property as a form of deterrent;
- The ‘rights’ of the College to insist on the deposit of devices in secure places for extended periods of time.

The College aims to provide a happy, safe and stimulating learning environment for all students. The purpose of this policy is to ensure that this technology does not disrupt this learning environment and to clarify the responsibilities of staff and students.

Loreto College has established the following the Acceptable Use Policy for Portable Digital Devices that provides teachers, students and parents guidelines and
instructions for the appropriate use of such devices during school hours. In order for students to carry a portable digital device during school hours, students and their parents or guardians must first read, understand and agree to the Acceptable Use Policy.

The Acceptable Use Policy for portable digital devices also applies to students during school excursions, camps and extra-curricula activities.

Rationale

Personal safety and security
Loreto College accepts that parents give their daughters mobile phones to protect them from risks involving personal security and safety. There is also ever-increasing concern about students travelling alone on public transport or commuting long distances to school. Other portable digital devices are provided for purposes that involve entertainment and personal organisation.

Responsibility
It is the responsibility of students who bring portable digital devices onto College premises to adhere to the guidelines outlined in this document. The decision to provide a device to their daughter should be made by parents or guardians, and as such, parents should be aware if their daughter takes a device onto College premises.

Boarding Students
Students who live in residential accommodation within the College grounds must abide by this policy during the school day and during school events. The use of portable digital devices within the Boarding community is governed by the rules established by the Director of Boarding and staff. Student owned notebooks may be connected to the school's wireless network and can be organised through the IT Department. Other devices, used principally for entertainment, will not be connected to the wireless network.

Acceptable Uses
Parents are reminded that in cases of emergency, Loreto College Reception or Student Services remains a vital and appropriate point of contact and can ensure your daughter is reached quickly and assisted in a suitable manner.

At other times, while on school premises, mobile phones should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

During school hours, the mobile phones of students in:
• R-5 should be handed to staff at Reception on the Junior Campus for secure storage until the end of the school day;
• 6-12 should be secured in their allocated locker.

Mobile phones and other digital devices may be accessed during lessons with teacher approval if the activity is deemed to enhance learning. Students are reminded to use low volume for short periods of time and to refrain from sharing ear buds.

**Theft or damage**

• Students are required to mark all portable devices clearly with their names.
• In order to reduce the risk of theft during school hours, students who carry portable digital devices are advised to keep them well concealed and not flaunt that they have them.
• Students who bring a mobile phone onto school grounds should leave it secured either at Reception (R-5) or in their lockers (6-12).

The College accepts no responsibility for replacing portable digital devices that are lost, stolen or damaged whilst on school premises or on College sponsored functions. The College accepts no responsibility for students who lose or have their portable digital device stolen while travelling to and from school.

It is strongly recommended that students use passwords / pin numbers to ensure that unauthorised access cannot be made. Students must keep their password / pin numbers confidential.

**Unacceptable Uses**

• Mobile phones should be in a secure location unless specified by the teacher.
• Other portable digital devices should be switched off during classroom lessons and other educational activities.
• Portable digital devices should not be used to take images in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College.
• Portable digital devices are not to be used when moving about the College for reasons of safety. Students are not to wear them when walking / cycling to and from school. They are reminded that continual use and elevated volume may be damaging to hearing.

Should there be disruptions to lessons caused by a portable digital device, the responsible student will face disciplinary actions relevant to the severity of the offence and as sanctioned by the Year Level Coordinator, Head of School, Deputy Principal or Principal. These sanctions in R – 5 are:

• Confiscation and verbal warning in the first instance
• Confiscation and parent notification on repeat occurrences
- Meeting with the Head of R – 5 if deemed necessary

These sanctions in 6 – 12 are:
- Confiscation of property
- Detention
- Suspension
- Police involvement (illegal / pornographic material, cyber bullying)

**Inappropriate conduct**
- Any student caught using a portable digital device to cheat in examinations or assessments will face disciplinary actions as sanctioned by the Principal and in accordance with the existing Examination Policy.
- Any student who uses vulgar, derogatory or obscene language while using a portable digital device will face disciplinary actions as sanctioned by the Principal and in accordance with the existing Behaviour Management Policy.
- It should be noted that it is a criminal offence to use a portable digital device to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the College may consider it appropriate to involve the police. Hence, students with mobile phones must 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 Principal and in accordance with the existing Behaviour Management Policy.

**Sanctions**
Students breaching the rules will have their portable digital device confiscated. It will be turned off and held in a secure location by the Year Level Coordinator.

Repeated infringements may result in detention and even suspension.

Infringements may result in the matter being referred to the police. In such cases, the parent will be informed as a matter of urgency.

Effective: January 2010
I, ………………………………………………………………………..., in Yr …….., agree to abide by the Portable Digital Device Acceptable Use Policy, including:

• Handing in my mobile phone to Reception (R-5) or securing my phone in my locker (6-12) during the school day;
• Naming all portable digital devices clearly;
• Using soundless features such as text messaging, answering services, call diversion and vibration alert outside school hours and while on school premises;
• Only accessing my mobile phone and other digital devices during the school day after seeking permission from staff and to improve my learning;
• Using low volume settings;
• Using recording devices appropriately and with the permission of staff and students.

Student signature:……………………………………………………………………

Parent signature:……………………………………………………………………

Date:…………………………..