

College Guidelines on Personal Electronic Devices

Introduction and Definition

These guidelines relate to any personal electronic device (PED) that could be used for communications or data storage and retrieval. This includes but is not exclusive of mobile phones, USB drives, MP3 players, PDAs, laptop computers, tablet computers, PS2s or other portable game consoles, DVD players, and calculators.

Marist College North Shore embraces emerging digital technologies and encourages its teachers and students to look for ways of using them to enhance teaching and learning. The availability and appropriate use of these resources provide opportunities that can help students develop spiritually, academically, socially and physically. Their inappropriate use can be detrimental to the teaching/learning process, anti-social, and even harmful. These guidelines outline the principles and parameters for the use of PEDs at the College.

Guiding Principle

It is a matter for each teacher to indicate to students which PEDs may or may not be used at specific times and places, and in which ways they may or may not be used. Students should not presume the right to use a particular PED in any circumstance.

General Principles

1. Students are responsible for the security of their own PEDs. Advice will be provided to students about ways in which PEDs may be secured at the College (see Appendix) and it is up to each student to ensure this happens. The College takes no responsibility for damage or theft of a student's PEDs if he has not taken advantage of these means.
2. Students should use PEDs for positive purposes: for learning, for legitimate communication, and for relaxation in acceptable ways. PEDs must not be used to harass or victimise other students or staff, or to abuse a person's right to privacy (for example, taking, storing and then using a digital photo/video without a person's permission).
3. There are no additional fees or charges that a student needs to pay to access electric power for a PED, as long as he is using the PED in ways that are consistent with this policy.
4. Any PED brought onto the College campus by a student may be inspected by a staff member who has reasonable grounds to suspect it may be being used inappropriately.
5. During class and study time, the internet may only be accessed through the College intranet. Students may not access the internet through another account or means.
6. Any inappropriate use of the College name or resources in any form is totally unacceptable.

7. In using their PEDs students are expected to comply with the standards and act within the ethical framework of the College, where respect for individuals, their good name and dignity is paramount.
8. In some situations, such as formal Exams, other specific rules may apply to PEDS. These will be outlined clearly and must be adhered to fully.

Principles and Procedures

1. Mobile Phones

- 1.1 Students are permitted to have mobile phones in their possession during the school day.
- 1.2 Mobile phones must be switched off and out of sight at all other times. Silent or discreet settings are not acceptable.
- 1.3 If a phone rings or is seen by a teacher or supervisor to be switched on during these times, the student will be sent to the House Coordinator who will confiscate and secure the phone. Students will be required to explain to their parents what has occurred. The phone will be returned when the student's parents have contacted the College and discussed the College's policy with the relevant House Coordinator.
- 1.4 Use of mobile phones during off-campus activities arranged by the College, including field trips, camps and retreats, will be determined by the teacher or supervisor in charge of that activity. Arrangements will be in place for communication with a staff member in the case of an emergency and restrictions will be placed on the use of mobile phones to ensure that their use is not an intrusion into the educational and social objectives of the activity.
- 1.5 Staff will have mobile phones switched off in class and at other times that could disrupt or distract from their duty at the time.

2. USB Drives

- 2.1 All students are encouraged to have a USB drive.
- 2.2 The College encourages students to use these as the main means of transferring school-related data to and from the College.
- 2.3 When brought on campus these are to be free from files that contain inappropriate or offensive content, and comply with General Principle 7 above.

2.4 Students are required to label clearly their USB drive with their names.

3. Other PEDs

3.1 Storage devices of any other sort may be used on a restricted basis:

- Storage devices, which are able to receive podcasted data may be useful for students in their individual research and study. Students need permission from a teacher or supervisor to use their player for this purpose.

- In most circumstances, storage devices may not be used during class-time to listen to music. Teachers may grant permission for students to use their players to listen to music, with earplugs, during times of individual work or study without disturbing other College members. Such permission should not be presumed by students and only applies in the lesson where permission has been granted. For reasons of occupational health and safety and hygiene students should not share the use of headphones.

3.2 When calculators are required for class use or assignments, teachers will advise students when and how they should be used, and the type of calculator to use.

3.3 Laptop computers are permitted to be brought onto the College premises but must be registered with the College ICT Department prior to use. Users must comply with the standard College ICT protocols.

APPENDIX – SUGGESTIONS FOR SECURITY OF PED'S

Students are responsible for the care and security of their own belongings – including valuable items such as PED's.

Here are some suggestions:

1. Leave your PED's with your House Coordinators who will label and secure them in their offices.
2. Keep PED's in your own possession at all times (to be used appropriately)
3. Do NOT leave your PED's in items of clothing that you are likely to remove – such as blazers
4. Do NOT leave your PED's in lockers or school bags
5. If it is inconvenient for you to have PED's in your possession for a period of time entrust them to a reliable friend.
6. Do NOT bring PED's to school on special activity days – such as sports days, swimming carnival, athletic championships, touch football competition etc