



MACQUARIE COLLEGE

Electronic Devices (excluding laptops) Acceptable Use Guidelines

Purpose

The use of electronic devices in schools requires that the College administrators, teachers, students, and parents take steps to ensure that they are used responsibly.

Macquarie College has established the following Acceptable Use Guidelines for electronic devices that provides teachers, students and parents with instructions for the appropriate use of such devices.

The Acceptable Use Policy for electronic devices also applies to students during College excursions, camps and extra-curricular activities. In the case of excursions and/or camps involving overnight stay, electronic device use will be entirely at the discretion of the excursion/camp organiser.

Responsibility

It is the responsibility of students who bring electronic devices onto College premises to adhere to the guidelines outlined in this document.

The College accepts no responsibility for replacing lost, stolen or damaged electronic devices. Their safety and security is wholly in the hands of the student.

Storage

Electronic devices must be kept in the students' locker during the College day (Senior School), or turned off and in their bags in the classroom (Junior School). **Students are not permitted to use their electronic devices at all between the time they arrive on campus and 2.50pm, unless for educational purposes and under teacher supervision.**

Electronic devices being used during these hours will be confiscated and held at the Student Services office, and may then be collected at the end of the day.

Theft or damage

Electronic devices which are found in the College and whose owner cannot be located will be handed to Student Services offices.

The College accepts no responsibility for students who lose, damage or have their electronic devices stolen while travelling to and from the College.

Inappropriate conduct

Any student/s with electronic devices on their person in examinations or assessments will face disciplinary actions as sanctioned by the College.

Any student who uses vulgar, derogatory, or obscene language/pictures while using an electronic device will face disciplinary actions as sanctioned by the College.

Students with an electronic device may not engage in personal attacks, harass another person, or post private information about another person, and are not to take or send photos or videos of others, or take objectionable images of others and transmit them. Students using an electronic device to bully other students will face disciplinary actions as sanctioned by the College.

It should be noted that it is a criminal offence to use an electronic device 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 College may consider it appropriate to involve the police.

Non-Observance

Non-observance or breaches of these rules may result in the electronic device being confiscated and privileges restricted or withdrawn. If the electronic device is confiscated, it may be collected from the Student Services office at the end of the school day.

Supporting Documentation

- Acceptable Use of ICT Facilities
- Junior School Student Use of ICT Facilities Guidelines
- Senior School Student Use of ICT Facilities Guidelines

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

Adopted by the MCC / / Signed (MCC Chairperson) Date for review / /
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