



**Macquarie College**

# Electronic Devices (excluding laptops) Acceptable Use Guidelines

## **Purpose**

The use of electronic devices (e.g. mobile phones, earpods, iPods, smart watches, or similar devices) in schools requires that MC leaders, teachers, students and parents take steps to ensure that they are used responsibly. MC has established the following Acceptable Use Guidelines for electronic devices that provides teachers, students and parents with guidelines for the appropriate use of such devices.

The Acceptable Use Policy for electronic devices also applies to students during MC excursions, camps and extra-curricular activities. In the case of excursions and/or camps involving overnight stays, 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 to MC to adhere to the guidelines outlined in this document. MC 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 are defined as mobile phones, earpods, iPod/MP3 players and smart watches etc. Only MC approved laptops are to be used for all required access to internet related learning during school hours.

### **K-11 Students**

Electronic devices, other than MC approved laptops, must be kept in the students' locker during the school 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 from arrival on campus at the beginning of the day until 2:50pm.**

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, or at a later date, as appropriate to the circumstances, as determined by the Assistant Principal (Student Wellbeing).

### **Year 12 Students**

Electronic devices, other than MC approved laptops, must be kept in the students' locker during the school day (Senior School). Such devices may be accessed in the Year 12 common room before being returned to the given student's locker for storage during the remainder of the school day.

Electronic devices being used outside of these times and conditions will be confiscated and held at the Student Services office, and may then be collected at the end of the day, or at a later date, as appropriate to the circumstances, as determined by the Assistant Principal (Student Wellbeing).

### **Approval for In-class Use**

Teaching staff requiring students to access/use an electronic device, other than MC approved laptops/tablets, must have such usage approved by their applicable JS/SS Leader of Learning. Such approvals must be based upon pedagogical value, which would not include usage which could be achieved via an MC approved laptop/tablet.

## **Theft or damage**

Electronic devices which are found at MC and whose owner cannot be located will be handed to the Student Services office.

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

## **Inappropriate conduct**

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

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

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 MC.

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 MC is deemed ineffective, as with all such incidents, MC 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, or at a later date as appropriate to the circumstances, as determined by the Assistant Principal (Student Wellbeing).

## **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    /    /