



# MORDIALLOC COLLEGE

A better choice in education

## **Personal Digital Device Policy**

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Mordialloc College aims to connect our students with vibrant and engaging learning communities that extend beyond the classroom. We recognise that our students are immersed in a technology rich world and aim to guide them to become flexible, efficient, conscientious, creative, safe and responsible digital citizens. Our focus is on engaging our students in participatory and authentic learning so they grow as resilient and innovative learners.

### **Student Opportunities**

Mordialloc College recognises that 21<sup>st</sup> century education is contextual and needs to be founded in real life application. This means lessons, activities, resources, etc. have to be accessible and flexible, to provide immediate and relevant learning. Research shows that students are motivated and engaged in learning when they have their own digital device e.g. iPad/tablet/netbook, as they take more ownership of their learning and can learn in more creative and authentic ways. Personalised digital devices are light and portable and provide students with access to a range of applications and software that will enable them to connect, create and collaborate.

With a personal digital device our students can:

- Learning anywhere, anytime
- Control and initiate their own learning
- Organise and plan their school life
- Instantly access information and resources on a needs basis
- Make flexible and fluid communications with teachers, family and each other
- Explore their creativity

All students, staff and community members must agree to the responsibilities and expectations set by the College before they can use their personal digital device on the College grounds, during College activities or connect it to the college's network.

### **Student Responsibilities and Expectations**

At school students agree to:

- Use their personal digital device only for learning purposes as directed by their teacher
- Act responsibly and not use the device to find, create or share information that might be harmful, inappropriate or hurtful to themselves or others.
- Protect the privacy of others and never post private information about another person using SMS, MMS or any other messaging or social network software
- Not text, message, call, video-conference or consume any other media during school hours unless instructed otherwise by their teacher

- Keep their devices on silent during class times unless instructed otherwise
- Only take photos and record sound or video when it is part of a class or lesson and with the full knowledge and consent of those involved
- Seek expressed permission from individuals involved before publishing or sending photos, recordings or other media
- Take their personal digital device to all classes and ensure it is both charged and operational
- Utilise their personal digital device to communicate and share work with their teachers and learning communities via email and other digital learning management systems
- Use their personal digital device to regularly access learning materials and support via digital learning management systems (E.g. Google Apps)
- That their personal digital device will not be used to listen to music in any class or lesson unless directly instructed to by their teacher
- Adhere to the Mordialloc Acceptable Use Policy and eSafety Agreement, including all appendices, clauses and sub-clauses.
- Ensure all required applications and software as stipulated by the College is accessible/installed legally
- Seek support if unsure how to best utilise or manage their device
- Turn off any 3G/4G or similar capability and not tether their device to any such capable devices while at school or on school activities
- Take full responsibility for the security of their device, keep it safe and adhere to all College expectations and conditions if they use it during recess/lunchtime or before/after school
- At home, students will:
  - Use their personal digital device to regularly access learning materials and support via digital learning management systems (E.g. Google Apps)
  - Charge their device so it has enough power to operate in all classes and activities the following day
  - Share learning projects and tasks with parents/guardians on a regular basis
  - Back-up and store files via either cloud storage systems (Google Drive, iCloud, etc.) or personal storage devices (hard drives, etc.).
  - Update software and applications on a regular basis so they are accessible and operation at school

### **Review Cycle**

This policy was last reviewed in **March 2018** and is scheduled for review on **March 2021**.

**Student Agreement**

- I have read this Personal Digital Device Policy and the Mordialloc College Acceptable Use and eSafety policies carefully (attached to this form and summary in College Planner).
- I will follow the eSafety rules, instructions and practices whenever I use the College’s computer network, internet access, facilities and College ICT infrastructure, including access and use of a personal digital device (whether College or privately owned)
- I will take proper care of my personal digital device and other College ICT resources and be responsible for its safe storage
- I acknowledge that if I am involved in any damage, loss or theft of ICT resources, my family may have responsibility for the cost of repairs or replacement
- I will keep a copy of this document somewhere safe so I can easily access it or refer to it in the future
- I will ask the relevant staff member if I am unsure of any element of this agreement or other College policies
- I understand that it is my sole responsibility to regularly backup my work and accept all consequences and implications of not doing so
- I will abide by copyright laws
- I understand that tampering with or allowing anyone other than myself or appointed College support technician to interfere or use my personal digital device may void the warranty

Name of Student: .....

Year Level: .....

Signature: .....

Date: .....

**Parent/Guardian/Caregiver Agreement**

- I have read this Personal Digital Device Policy and the Mordialloc College Acceptable Use and eSafety policies carefully (attached to this form and summary in College Planner).
- I will ensure this agreement is signed by my student and by me, and is returned to the College
- I will encourage my student to follow the eSafety rules, instructions and practices both at school and at home
- I will contact the College if there is any aspect of this agreement or other College policies I would like to discuss
- I will ensure my student understands and follows their legal responsibilities
- I understand that tampering with or allowing anyone other than my student or appointed College support technician to interfere or use my student’s personal digital device may void the warranty
- I will take an active role in understanding and supporting my student’s use of digital learning devices both at school and at home

Name: .....

Signature: .....

Date: .....