



PERSONAL ELECTRONIC TECHNOLOGY - GUIDELINES

Purpose:	To ensure that Personal Electronic Technologies and Resources in the College are used properly and legally to enhance Teaching and Learning.
Relevant to:	All staff
Responsible Officer(s):	Director of Curriculum
Date of Introduction:	May 2010
Date of Review:	May 2014
Modification History:	August 2010; May 2014; July 2015
Related Documents:	Student Planner (Insert from 2014) Student ICT Acceptable Use Guidelines

Personal Electronic Technology – Guidelines for Use

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, smart phones, USB drives, PDAs, iPods, notebook/laptop computers, tablet computers, PSPs or other portable game consoles and calculators.

Trinity Catholic College Lismore 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/she 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/sound recording without a person's permission), or access inappropriate/offensive web sites.
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/she is using the PED in ways that are consistent with these guidelines.
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. Failure to surrender a PED when asked should lead to further consequences.

5. When accessing the internet or using the College's intranet, existing on-line access rules and network responsibilities apply.
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 examinations and assessment tasks, other specific rules may apply to PEDS. These will be outlined clearly and must be adhered to fully.

Principles and Procedures

1. Mobile Phones

Students are permitted to have mobile phones in their possession during the school day.

Unless directed otherwise by a teacher, mobile phones must be switched off and out of sight during lessons, assemblies, meetings, in libraries and during sport activities. Silent or discreet settings are not acceptable.

If a phone rings or is seen by a teacher or supervisor to be switched on during these times, the phone will be confiscated by the class teacher, to be returned to the student at the end of the lesson/meeting and the student is to be issued with a detention. Any subsequent or similar violations in the subject time will be referred to the Head of Department and further action will follow.

Students must not photograph or film other people without their consent. Photographic subjects must be appropriate and in keeping with the high standards and special ethos of the College. Refer to Student ICT Acceptable Use Guidelines.

Use of mobile phones during off-campus activities arranged by the College will be determined by the teacher or supervisor in charge of that activity.

2. USB Drives

All students are to have a good quality branded USB drive for use at school.

The College encourages students to use these as the main means of transferring school-related data to and from the College.

When brought on campus these are to be free from files that contain inappropriate or offensive content, and comply with General Principle 7 above. Game files are not to be stored or run from a USB/portable hard drive and downloaded movies for recreational use are not to be used in libraries either before school or at recess or lunch times. Students are required to label clearly the exterior of their USB/portable

hard drive with their name and ensure that it is visible in the file creation section on the USB/portable hard drive.

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 applies only in the lesson where permission has been granted. Students are not to use earphones or wear headphones while moving within/between the College campuses because (i) if hearing is restricted then student safety is at risk, and (ii) courtesy demands that students be able to return greetings and acknowledge staff members and other students. For reasons of occupational health and safety and hygiene students should not share the use of headphones/ear plugs.

Warning: Some medical studies suggests that:

- i) long term use of mobile phones may cause health problems including cancer and,
- ii) extended periods of listening to loud, unfiltered music from PEDs, through earphones, can have significant impact on hearing

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 Computers or mobile devices are permitted to be brought onto the College premises but their use must comply with the standard College ICT protocols. Refer to Student ICT Acceptable Guidelines.

APPENDIX – SUGGESTIONS FOR SECURITY OF PEDs

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

Here are some suggestions:

1. Keep PEDs in your own possession at all times (to be used appropriately).
2. Do NOT leave your PEDs in items of clothing that you are likely to remove – such as blazers.
3. Do NOT leave your PEDs in unsecured lockers or school bags.
4. If it is inconvenient for you to have PEDs in your possession for a period of time entrust them to a reliable friend.
5. Do NOT bring PEDs to school on special activity days – such as sports days, swimming carnival, athletic championships, touch football competitions etc.