

## **MUELLER COLLEGE TECHNOLOGY & ELECTRONIC DEVICES POLICY**

### **MOBILE PHONES**

Mobile phones are not permitted to be used at school between the start of the school day (8:35am) and the end of the school day (3:10pm).

Student Services N Block is available for students to hand in their mobile phones upon arrival, and collection at the end of the school day.

The school does not accept any responsibility for replacing lost, damaged or stolen phones or electrical devices whether at school or travelling to or from school, on excursions, camps or mission trips.

In emergency situations, parents and students should continue to make contact through Student Services.

Students are not permitted to use any recording or camera facilities while at school unless under direct instruction and direction of the supervising teacher. This action contravenes privacy laws.

MP3 players, iPods, headphones and earphones are not to be used during school hours, except in special curricular circumstances with teacher permission and supervision (E.g. Senior FTV and ITS lessons, travelling to and from excursions).

Personal laptops and computers (including iPads) are to be used only in lesson times under teacher permission and direction. They are not to be used during break times unless in the library or supervised computer laboratory (E.g. D13). Whilst at school they are the sole responsibility of the student. Lockers have been provided to store all electrical devices and school materials.

In exceptional circumstances (school camps / excursions) mobile phones may be permitted, however their use will be in accordance with the excursion 'Phone Policy', which determines times for phone usage by students, and the collection of student phones by staff each evening.

It is a criminal offence to use mobile phones or iPads to menace, harass or offend another person. Students who use their devices to engage in personal attacks, harass another person, or post private information about another person using SMS message, taking or sending photos of objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone or iPad will have their device confiscated for a period decided by the Head of College. Students should note that, in extreme cases, the school will involve the police.

Students found in possession of, or using phones or other electronic equipment outside of the policy guidelines stated above, will face disciplinary action and possible confiscation of the phone or device. Disciplinary action to be taken will be determined by Heads of Sub-schools, or the Head of College.

## **iPads**

iPads are a Mueller College equipment requirement. They are a learning tool, to be used under teacher supervision in teaching and learning environments, for teaching and learning purposes. They are not a substitute for other class equipment or textbook requirements, nor are they an entertainment device and should not be treated as such. Use of iPads at school outside of class times is not permitted as per the Student User Guide and Acceptable User Agreement.

Storage and transport guidelines should be followed at all times as per the Student User Guide and Acceptable User Agreement. All students are issued a Student User Agreement upon enrolment, which are to be signed by both student and parent / guardian, and returned at the start of the school year before their iPad can be used at school.

All inappropriate and unacceptable use of iPads will be dealt with under the Mueller College Behavior Management Policy and discipline process. An electronic copy of the Mueller College Student User Guide and Acceptable Use Agreement can be found in Student Links on the Student Café, and Links in the Parent Lounge., and on the College website.

## **SOCIAL NETWORKING – ELECTRONIC MEDIA**

It is a condition of enrolment or continued enrolment at Mueller College that students adhere to the following boundaries in regard to computer use of social networking sites and electronic media.

Students must demonstrate respect for others and their school.

Student must not make any comment on social networking sites (whether profile of user-generated content is identifiably theirs or belonging to someone else) or any other digital media, including email, that targets any Mueller College student or staff with perceived negative intent, or undermines the name or good work of the College.

Students must not upload to the Web images or videos taken on the College campus, or which identify the College in any way without permission of the Head of College.