



WAVERLEY COLLEGE

Personal Electronic Device Policy (PED)

Introduction and Definition

Relates to any personal electronic device (PED) that could be used for communications or data storage and retrieval including: mobile phones, smart phones, USB drives, laptop computers, tablet computers, portable game consoles, DVD players, calculators - this is not an exclusive list

Usage of PEDs when in school

- The College will indicate 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.
- PEDs should be used for only positive purposes: for learning, for legitimate communication or research.
- During class and study time, the internet may only be accessed through the College network - Students may not access the internet through another account or means.
- Students are expected to comply with the standards and act within the ethical framework of this Catholic College, where respect for individuals, their good name and dignity is paramount.
- In some situations, such as formal Examinations, other specific rules may apply to PEDs. These will be outlined clearly and must be adhered to fully.
- The College wishes to maintain a balance between utilising PEDs to assist with learning whilst being cognisant that students should not be connected to technology at all times. Wellbeing of students will be maintained via educational programs, reduced mobile phone access during class time and sleep times on laptops at night time.
- Any inappropriate use of the College name or resources in any form is totally unacceptable. This includes but is not limited to the posting of material relating to Waverley College or students/staff at Waverley College into the public domain web space.
- 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 without a person's permission).
- A staff member who has reasonable grounds to suspect a PED may be being used inappropriately or has been used inappropriately may inspect any PED brought onto the College campus by a student.



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Consequences

Students who breach any of the regulations contained in this Policy will receive a Saturday Detention in the first instance. More serious breaches of this policy will result in suspension and enrolment review.

Security of PEDs

- Students are responsible for the security of their own PEDs
- The College takes no responsibility for damage or theft of a student's PEDs
- Lock your PEDs in your locker during the course of the school day when not in use
- Do not leave your PEDs in items of clothing that you are likely to remove – e.g., blazers
- Do not leave your PEDs in school bags
- Do not bring PEDs to school on special activity days – such as sports days, swimming carnivals, athletics championships, etc

Rules specific to Mobiles

Mobile phones

- Are to be stored in Lockers or left with the student's Head of House.
- Can be only used next to one's locker before school, recess, lunch or after school for short periods of time.
- Can not be taken to class (every student has at least one other device in class ipad/laptop).
- If a mobile phone is brought to any class, a student will receive a Saturday detention.
- Parents needing to contact their son during class time, should contact reception directly.

At College Activities:

- The teacher or supervisor in charge of any activity will determine the use of mobile phones during off-campus activities arranged by the College, including field trips, camps and retreats



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Rules specific to Laptops

- Laptop computers that are not part of the College Laptop Program are not permitted to be brought onto the College premises without being approved and registered with iAssist prior to use. Users must comply with the standard College protocols relating to IT use.

Rules specific to USB storage devices

- Students are allowed to use storage devices for transferring school-related data to and from the College.
- When brought on campus USB drives are to be free from files that contain inappropriate, offensive or illegally obtained content.
- A Staff Member may inspect a USB drive at any time. Students found with offensive, inappropriate or non educational material will be issued with a Saturday detention.
- Students are required to label clearly their USB drive with their names.

Rules specific to Calculators

- 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

Rules specific to Earphones

- Students in years 6 to 12 are responsible for providing their own earphones for listening to youtube clips etc on their laptop.
- Earphones will be provided to students in Year 5 as part of their iLearn pack.

Acceptable Use of IT (AUP)

All students at Waverley College have access to the college network. Waverley College embraces emerging digital technologies and encourages its teachers and students to look for ways of using them to enhance teaching and learning.

Acceptable Use of IT

A breach of the Acceptable Use of IT whilst at Waverley is defined as:

- Any student who posts material on a website that College authorities deem inappropriate or damaging to the good name of the College will face disciplinary action. This may include immediate suspension or even exclusion from the school.
- Accessing, downloading, storing or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Attempting to degrade or disrupt system performance, or unauthorised entry to and/or destruction of computer systems and files.



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- Deliberating enter, or remain in websites containing objectionable material.
- Removing, damaging or vandalising any IT equipment.
- Interfere with any cabling connected to devices.
- Hacking or attempting to hack the school network or systems
- Attempt to run any programs other than those authorised by a teacher or IT staff
- Copying materials in violation of copyright law or sharing such content with other students
- Plagiarizing (which is taking of someone else's words, ideas or findings and intentionally presenting them as your own without properly giving credit to their source
- Downloading or copying information to disks or hard drives without prior teacher approval.
- Tethering school laptops to alternative mobile devices in an attempt to circumvent the schools filtering policies.
- Using software to mask or operate anonymously on the school network.

Controls that are in place to monitor the network are:

- All internet content is monitored and filtered whilst a student is on campus according to a pre-defined set of rules
- All emails sent externally are scanned for content and messages archived
- Any breach of these rules can result in access to the internet and/or College network being revoked at anytime by a member of iAssist staff.

The College authorities have the right to determine the appropriateness or otherwise of any aspect of the above guidelines/policies. The College has the right to modify any of the guidelines according to the circumstances.



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Please sign off and return to either iAssist or Reception. A copy will be held on the students file.

We accept to agree to abide by the Waverley College PED and Acceptable Use Policy.

Parent Signature: _____ Date: ____/____/____

Parent Name: _____

Student's Signature: _____ Date: ____/____/____

Student's Name: _____



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