Effective: January 1 2009   Last Reviewed: August 2013

TERMINOLOGY

The term 'mobile device' and 'mobile equipment' is taken to mean any device that performs single or multiple functions including those of being a phone, media player, media recorder, music player, web browser, camera or media recorder. These terms include memory devices that perform the single function of storing data **and laptops** with their associated equipment. The use of these devices is addressed specifically in these guidelines and in the associated eMind Laptop Scheme documentation.

RATIONALE

Coomera Anglican College provides a rich learning environment that has, as one core element, the use of information and communication technologies (ICTs) across all curriculum areas. ICTs include networked computers, mobile computing devices, printers, cameras, scanners and a wide range of software types and database sources. These technologies are studied in their own right, and are also embedded within teaching and learning practice to enhance learning outcomes, and used as productivity tools.

The College continually reviews and develops its range of ICT initiatives to ensure that the use of technology results in improved learning outcomes. In recent times, these initiatives have included the installation of the College's Passmarc online learning management system (LMS), the use of interactive whiteboards in Primary classrooms and some Secondary Mathematics classrooms, the introduction of many curriculum initiatives, specialist and productivity software and the distribution of laptops to all teaching staff. A feature of the College's approach to the use of modern ICTs in Junior and Senior Secondary is the eMind Student Laptop Scheme.

The College's focus is, at all times, on developing innovative teaching and learning practices that improve educational outcomes. The potential of technology to contribute to improved learning environments and measurably better learning outcomes is significant. What we do know is that when poorly managed, used inappropriately or without expert guidance, technology can become a negative factor in school life and a hindrance to better educational outcomes.

Following consultation with other schools and colleges, extensive research and the testing of pilot and draft programmes of ICT use, the following Coomera Anglican College Guidelines - All Student Mobile Devices has been formulated. These Guidelines took effect in January 2009 and continue to be reviewed periodically using input from all sections of the College community. See the front page of the Guidelines for the 'Last Reviewed' date.

USE OF STUDENT MOBILE DEVICES

Note – Specific guidelines for use of eMind Student Laptop Scheme devices are covered by information found on the eMind support website.

Teachers carefully design the curriculum offered at Coomera Anglican College taking into account syllabus requirements, student ability and the availability of resources, including ICTs. In some instances, it may be educationally worthwhile for a student to bring their own device to the College and use it within specific subjects. This will not be a requirement but will be permitted under the following guidelines:

MOBILE DEVICE GUIDELINES - GENERAL

- Mobile devices are not to be used by students between the time of their arrival at the College and 3.30pm.

- In the case of mobile devices being brought to the College, they are to be turned off and deposited for safe keeping until the end of the school day at either the Student Services Desk (Secondary Admin building), Junior Secondary Office, or the Primary Administration Office (Primary).

- If a student is found by a staff member to be in possession of, or operating, a mobile device the staff member will request the student turn off the device and then take the device to either the Student Services Desk (Secondary Admin building), Junior Secondary Office, or the Primary School Office (Primary). The device will be held according to the following time frames:

  - In the first instance a warning will be given and the device returned to the student's parent/guardian after normal school hours.

  - In the second instance the device will be held for one week. In the case of mobile phones the student may be able to collect the phone for use during weekends.

  - In the case of repeated incidences, the student's parent or guardian may be asked to attend a meeting with the Principal, or a representative of the Principal, prior to the return of the mobile device.

- Coomera Anglican College is not responsible for student mobile devices or other non-College items brought to the College. The College will supervise and manage student behaviour to develop and maintain its usual high community standards but:

  - In the case of damage to a student's possession, the College will not be held responsible.

  - In the event of theft of a student's mobile device, the College will not be responsible for this loss.

MOBILE DEVICE GUIDELINES - LAPTOPS

Laptops are an excellent tool within a specifically designed technology-enhanced curriculum presented by well-trained and prepared teachers. However, students studying more traditional curriculum and achieving average and less than average grades often fail to benefit from the potential of a personal computing device. Typically the engagement, self–management and consequently the grades of these students drops and correlates with an observable increase in distraction due to the rich nature of the technology.

The guidelines for use of student laptops are:

- Coomera Anglican College students in all years below Year 7 will **not** be permitted to bring laptops to the college.

  o In exceptional circumstances such as where a student is recovering from injury or where required by the Learning Support staff the student may apply to the Deputy Principal for permission to bring a laptop to College. In some cases of this type a College laptop may be provided.

- The use of technology within any subject is at the sole discretion of the class teacher.

  o The decision regarding technology use within a class is wholly that of the teacher.

  o A teacher may use many strategies to manage the learning within a classroom this may include giving instructions to put the laptop away, asking for 'lids down' or to have laptop using students positioned so that the teacher can clearly see the screen of the laptop. In keeping with normal community standards and College rules a student must comply with all instructions given by any member of staff.

CONDITIONS ASSOCIATED WITH USING STUDENT LAPTOPS

- Student laptops will not be permitted to connect to the College's existing network except by connections that are specifically authorised for student devices. This is due to security and logistical reasons associated with present content filtering, antivirus and software licensing. All classes have access to the full range of network services and software when required using the College's computers and/or eMind laptops.

- Using laptops in computer equipped areas of the College, such as computer labs, is discouraged unless with the permission of the class teacher.

- Use of ICT including College computers, eMind laptops, student laptops and all other mobile and fixed devices is only ever permitted for educational use.

- For educational and safety reasons, the following is not permitted within Coomera Anglican College:

- o Use of any computing device to play games, this includes before and after school and lunchtimes.

- o Listening to music, watching videos/DVDs, using a laptop unless this is directly related to academic work and current studies.

- o Unplugging any school equipment to recharge batteries or run a laptop on power.

- o Using a laptop in a class without the teacher's permission.

- o Deliberately causing harm, upset, embarrassment or inconvenience to another person. This includes any action which uses an item of College or personal technology.

- As in the case of College and home equipment, failure of technology is not a valid reason for late submission of assignment. (See Back Up of Files in College Handbook and the College Student Diary.)

EMIND AND STUDENT LAPTOP DOS AND DON'TS

The College eMind Laptop Scheme is well-designed system and can help teachers and students in doing their academic work. The following Dos and Don'ts of laptop use will assist

DO NOT
- Ask to swap your battery during class time unless it is urgent (urgent = if assessment depends on the laptop and/or at your teacher's discretion)

- Use the laptop as a personal music player during your classes – this is against the College's well-considered policy

- Leave class without putting your laptop in the laptop bag

- Leave class to attend the IT Department without putting your laptop in the laptop bag

DO
- Go to the IT Department for battery swaps at Morning Tea and Lunch only

- Expect repeated cases of non-charged and/or low-charged batteries to be treated as a classroom infringement in the same way as repeatedly forgetting equipment and texts - this is especially the case in the first half of the day

- (Students bringing their own laptops) - Use exactly the same conditions and rules for your laptop if you are using a personal laptop as for the eMind laptops. This is a condition of you bringing your laptop. The conditions include all of the above and - no listening to music from the laptop, no use outside classrooms or class times, transportation of laptops to be in a bag at all times.