

## STUDENT RESPONSIBILITIES FOR PERSONAL DEVICE (Computer / Laptop / Tablet / iPad):

- **Students must bring their personal device to school and class each day**, unless instructed by the Student Management Team that the device is not required; eg. on a school sports day.
- **Students will be responsible for the care and maintenance of their personal device.** The College takes no responsibility for any damage or loss of a student's personal device. Parents are advised to ensure the device is covered under their home insurance.
- Students need to have their personal device **password protected** so that no other student can access it. Passwords must not be shared and the personal device is never to be lent to another student.
- Students must **regularly backup their data at home** to another data storage device.
- Students are to ensure their personal device is **fully charged prior to the start of each school day.**
- The student's personal device **must be carried in a protective cover at all times** and stored safely in the student locker when not in class use.
- When carrying the student's personal device from class to class, it must always be closed.
- At no time are students to use their personal device outside of buildings unless under the direct supervision of a teacher
- Personal devices are to be **locked in lockers out of class time.** This includes before school, recess, lunchtime and after school.
- If students need to complete work on their personal device outside class time, they will be required to work either outside the Middle School Office (Years 7-9), in Senior School study areas (Years 10-12) or in the Library.
- Travelling to and from school, the student's personal device must be transported safely in an appropriate protective cover in their school bag
- The student's personal device is to **only be used for educational purposes** while at school.
- Students are **not permitted to play games at any time while at school.** Sanctions will apply if a student is found to be using their personal device inappropriately at school.
- Students are to ensure that non-educational material (eg. music, movies, games) stored on their device does not limit the capacity of their device to store school-related material.
- Individual students are **responsible for their own personal device** and should ensure that they take care of it at all times. Student's personal device should not be left unsecured where other students can gain access to them.
- Students must be **respectful of other students' property and privacy at all times.** They must not share user names or passwords with anyone or interfere with another student's personal device.
- When using their personal device, students must at all times abide by the College **Digital Citizenship Policy** and **ICT Responsible Use Policy.** Any breaches of these policies will incur disciplinary action.

