AIM

To provide students with the opportunity to use Audio and Digital devices to enhance their learning and increase the safe use of these devices.
RATIONALE.

The ownership of iPods/MP3s/audio devices and other electronic and recording devices requires that school staff, students, and parents/carers take steps to ensure that they are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as electronic device etiquette) can be clearly identified and addressed; ensuring the benefits that mobile phones provide (such as increased safety) can continue to be accessed by our students. Lalor Secondary College has established the following acceptable use Policy for mobile phones and iPods/MP3s/audio devices, and other electronic and recording devices that provides staff, students and parents/carers with guidelines and instructions for the appropriate use of these devices during school hours. In order for students to carry iPods/MP3s/audio devices, digital cameras and other electronic and recording devices during school hours, students and their parents/carers must first read and understand the acceptable use Policy. The acceptable use Policy for mobile phones and iPods/MP3s/audio devices, and other electronic and recording devices also applies to students during school excursions, camps and extra-curricular activities.

SCHOOL PROCESSES

Audio Devices.

These guidelines are for the operational use of any teacher who wishes to use implement this policy.

- Students may only use their music device under instruction of a teacher.
- Music devices will be used for learning purposes only.
- Students who choose to bring their music devices to class are solely responsible for their own equipment and the school will not take responsibility if this device is lost or stolen.
- Students have the option of storing their music device in the General Office. This decision must occur at 8.30am prior to the school day starting and the device can then be collected when needed.
- Students will sign an acceptable music device usage contract, prior to the music device being used in the classroom.
- Transportation of the device to and from the student’s locker will occur in a manner that conceals it from view from all other teachers and students.
- When carrying the device on their person during transportation each student will also carry the permission letter explaining why they are able to have the device on their person.
- Students must adhere to the Student Code of Conduct at all times to ensure appropriate behaviour when using their music device. See Appendix A
- Only Music assessed by the teacher and deemed appropriate is to be played within the classroom.
- Devices that have a phone capacity are not to be used for any of the functions of the phone including texting, calling or Internet Browsing.
- The teacher has the right to inspect the device at any stage throughout the lesson to ensure the above guidelines are being followed.

Mobile Phones

The use of mobile phones may only take place during excursions and with the written permission of the school where the use of a student’s mobile phone will increase the security of each student and increase the ability of the teacher to supervise each student under their care. Use may also include the student’s ability to contact their parents at the conclusion of the excursion for travel arrangements.
Unless express permission is granted to the contrary, mobile phones MUST NOT be used to make calls, send SMS messages, surf the internet or any other application during the excursion. Any use of a mobile phone without the permission of a teacher will lead to the mobile phone being confiscated.

CONSEQUENCES

- Music devices which have a mobile phone capacity must use the device for music purposes only. Any breach of this requirement will lead to the confiscation of the phone for 48 hrs.
- Students found breaching the acceptable usage contract will be sent to the SPR and have the privilege of bringing a music device to class removed.
- Detentions will be issued for breaching the acceptable usage contract which will be issued by the classroom teacher or relevant Student Manager.
- Any device used in an inappropriate manner that breaches the above guidelines may be confiscated immediately and returned to the parent when requested.

SUPPORTING DOCUMENTS

- Lalor Secondary College Code of Behaviour 2013
- Student Engagement Policy 2013-2015
Lalor Secondary College

Audio and Digital Device Student Contract

As part of using a device as part of my curriculum I agree to follow all of the guidelines listed below:

1. I will follow the Student Code of Behaviour and Audio and Digital Device Policy

2. I will follow the College Values.

I understand that if I choose not to meet the above requirements, I will forfeit the privilege of using a private device and be subject to the consequences listed in the Audio and Digital Device Policy.

Student Name:- ........................................... Student Signature:- ...........................................

Parent Name:- ............................................. Parent Signature:- .............................................

Student Manager Initial:- ...............Student Managers Signature:-.................................

Date: