USE OF PERSONAL ELECTRONIC DEVICES AT MELROSE HIGH SCHOOL
This procedure must be read in conjunction with
USE OF PERSONAL ELECTRONIC DEVICES (PEDS) IN SCHOOLS POLICY

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1.   Overview

1.1.   This procedure covers the implementation and use of PEDs at Melrose High School and replaces the Mobile Phone policy and procedure.

2.   Rationale

2.1.   Melrose High School is committed to creating successful 21st Century learners. To enrich the learning process Melrose introduced a PED program for Year 7 and 10 students in 2016. The program facilitates the learning of students, enabling them to be creative, collaborative, problem solvers that can learn anywhere, anytime. To support this learning, students bring their own device to school, connect to the school's wireless network and have access to a broad range of online software and cloud storage.

2.2.   Students are required to have a Google Apps for Education account to facilitate the management of and access to learning materials and resources. This provides them with the tools they need to create work as well as the Classroom environment where students and teachers collaborate online.

3.   Procedures

3.1.   Staff have been working on their pedagogy, planning and preparing for the integration of PEDs as a tool to enhance learning. For each classroom and learning area this may appear different, however all learning areas have identified aspects of learning which utilise the devices. Specific information is available from the Executive Teacher of that faculty. This professional learning and planning will continue into the future on a needs basis.

3.2.   Prior to using a PED in school students and parents need to read, agree to and abide by the *Acceptable Use of Information Technology* policy and the *Google Apps for Education Student Privacy Information Sheet*

3.3.   Access to other applications will only be granted upon a signed agreement of *Third-Party Providers* document which is handed out to new students in the Melrose High Information Package.

3.4.   The family is responsible for the device. It is strongly recommended that a locker is hired for safe keeping of the device and personal insurance is taken out in case of damage or theft. The school accepts no responsibility for personal devices.

3.5.   The school community was consulted through an information session in late 2015 as well as through email and Facebook. In 2016 the school board was consulted and this policy was amended accordingly.

3.6.   Year 7 students were selected for 2016 as some had been involved with Bring Your Own Device (BYOD) in their Primary School and because it was the start of their journey at Melrose High School and it would enhance their learning over the next four years.

3.7.   Year 10 students were selected to support them in their preparation and transition into College.

3.8.   In 2017 it is expected that all students become involved in the program, resulting in the whole student body bringing their own device. Information sessions for parents will be held in the second half of 2016 by the Executive Teacher, Digital Environment.

3.9.   Students who exhibit behaviour that does not follow the RESPECT Policy of the school will be followed up using the processes outlined in the Melrose's Student Management Policy.

3.10.   During recess and lunch times students are encouraged to store their devices in their lockers to ensure positive social experiences.

3.11.   The strength of PEDs is that students work on a device that is familiar to them and customised to their preferences. As such, Melrose High School does not endorse one particular product. Instead we request that parents and students discuss the needs as a family and reach a decision. Some considerations in buying a device may include:

   3.11.1.   Screen size – how long will the student be looking at the screen for a day? A larger screen size will be easier on the eyes, but heavier to carry.

   3.11.2.   Usability – how quickly can work be done on the device? Using an on screen keyboard for writing a document in English may be challenging, but a touch screen for certain programs is beneficial.

   3.11.3.   Ergonomics and Durability – weight of the device, carrying it in a school bag, insurance in case of damage.

   3.11.4.   Safety – the hire of a school locker may be appropriate to store the device in during breaks, library sessions or Physical Education classes to protect the device and lighten the school bag.

   3.11.5.   Smart phones and mobile phones are not a suitable device for learning.

3.12.   Device Requirements:

   3.12.1.   The device must be able to connect into the schools wireless network

   3.12.2.   Battery life of at least 6 hours – it is expected that students will bring their device to school fully charged, charging stations will not be available.

   3.12.3.   Headphones for accessing sites with audio/music

   3.12.4.   Padded bag or protective sleeve to keep the device safe

   3.12.5.   For tablets, a keyboard to assist in typing

   3.12.6.   Personal insurance is recommended for the device

3.13.   Families who are experiencing financial hardship with regard to purchasing a device may contact the Principal or school Registrar on (02) 6205 7588 to discuss a hire purchase arrangement.

3.14.   Students who do not have access to a device will not be disadvantaged. They may access a device through one of the following means:

3.14.1. Each faculty has an allocation of three devices that may be accessed on a lesson by lesson basis by students

3.14.2. A student may borrow a device from the library before school begins and return it at the end of the school day. To do this they must bring in an *Agreement for Loan* form, signed by both the parent and student.

3.14.3. Classroom teachers may borrow a trolley of ten Chromebooks for use in the classroom for a set period of time. Please refer to the *Chromebook Policy* for further information

3.14.4. Classroom teachers may also book a section of the library to borrow a class set of Chromebooks for a learning activity.

3.15. It is the parents responsibility to ensure that the device remains in good working order and to undertake any repairs required.

4. Contacts

4.1. The Executive Teacher, Digital Environment at Melrose High School is responsible for this procedure.

4.2. For support contact the Technology Faculty on (02) 6205 7588 or email admin@melrosehs.act.edu.au

5. Complaints

5.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:

- the school principal in the first instance;
- the Directorate's Liaison Unit on (02) 6205 5429;
- online at http://www.det.act.gov.au/contact_us;
- see also the Complaints Policy on the Directorate's website.

6. References

6.1. Definitions

- BYOD: Bring Your Own Device
- Parent: a person with legal parental responsibility for the student. This includes carers and legal guardians.
- PED: Personal Electronic Device which refers to (but is not limited to) laptops, tablet devices and smart phones which are owned by individual users and brought to the school. Smart phones are not considered a suitable learning device.
- Pedagogy: teaching and learning practices

6.2. Related Policies and Documents

- *Education Directorate Policies and Documents*
    - *Use of PEDs in School Policy*
    - *Communities Online: Acceptable Use of ICT – Parents and Students Policy*
    - *Complaints Policy*
    - *Electrical Equipment Guidelines*
    - *ICT Management in Schools Policy*
    - *Safe and Supportive Schools Policy*
- *Melrose High School Policies and Documents*
    - *Student Management Policy*
    - *Student Management Procedure*
    - *Third Party Providers Permission*

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