Policy for the use of personal electronic devices (PEDs)

Aranmore Catholic College is moving towards a Bring-Your-Own-Device (BYOD) approach to Personal Electronic Devices. In 2015, all students in Years Seven to Ten will be required to have their own electronic devices. In 2016, this will expand to include Year 11s, and by 2017 all students in the College will be expected to be bringing their own electronic device to school.

The specifications for these devices are outlined below.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Windows 8.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Screen Size</td>
<td>10”</td>
</tr>
<tr>
<td>Minimum Storage Capacity</td>
<td>64 GB HDD</td>
</tr>
<tr>
<td>RAM</td>
<td>4GB RAM (2GB may be sufficient during Yrs 7-9)</td>
</tr>
<tr>
<td>Minimum Battery Life</td>
<td>6 Hours</td>
</tr>
<tr>
<td>Maximum Weight</td>
<td>2kg</td>
</tr>
<tr>
<td>Form Factor</td>
<td>A physical keyboard attachment is required</td>
</tr>
<tr>
<td>Recommended Accessories</td>
<td>Protective Case/Cover</td>
</tr>
<tr>
<td>Additional Recommendations</td>
<td>Accidental loss and breakage insurance</td>
</tr>
<tr>
<td>Software</td>
<td>Must be able to open PDF, doc, xls, ppt files and export to those formats.*</td>
</tr>
</tbody>
</table>

*As the staff will be disseminating electronic information from a Microsoft office platform it is essential that students can open these files and submit files in the same formats for the staff to read.

Students will need to have their devices charged, and ready for use each day. Students and families must give careful consideration to the protection and safety of electronic devices.

**Implications for mobile phones**

For students in Years 7 to 10, mobile phones may not be used in any context at school between 8.35am and 3.15pm. Phones must not be seen or heard in class, or in the yard at break times. If a student is in breach of our terms of usage of personal electronic devices, the Head of Year will decide on a course of action based on who has been affected and what needs to be done to make things right again. The phone will likely be confiscated, and After-school detentions may ensue.

For students in Years 11 & 12, in general, mobile phones may not be used at school between 8.35am and 3.15pm. Phones must not be seen or heard in the yard or at break times. However, there may be times when a teacher, in order to enhance the learning experience for students, may allow the students to utilise personal electronic equipment. If/when this occurs, it would be under very particular conditions established both by the College and by the individual classroom teacher.

**Implications for all PEDs**

Overarching guidelines for PED usage include existing practices outlined in our policies on Assessment; Acceptable Network Usage and Bullying and harassment.

These conditions would include the following:

- the devices must not be used or accessed at recess or lunchtime (not seen or heard), unless under supervision in the library.
- students would be responsible for the security of their devices at all times
- at all times, the teacher would explain and expect mature and responsible use of the technology
- the devices may only be used at times stipulated by the classroom teacher
- the devices may only be used for particular purposes stated at that time by the teacher
- the devices would not be used in all lessons; particularly it is unlikely that the devices would be used during a test or assessment
- the devices would need to remain silent (requiring use of headphones) unless stipulated by the teacher
- the volume of sound would need to be low enough for a student to hear a teacher’s request for student attention, and low enough such that any other person could not hear what is being played through headphones
- the device would need to be sitting in full-sight on the desk while in use

**Unacceptable usage would include**

- general accessing social media sites (Facebook, Twitter etc)
- sending/receiving private emails, text messages or phone calls
- accessing inappropriate internet sites - eg sites not related to the learning or morally offensive sites
- any kind of cyber-bullying or intimidation
- playing of offensive music etc
- taking of photos/videos without explicit teacher consent, including the consent of any party being filmed

If a student is in breach of our terms of usage of personal electronic devices, the subject teacher, Head of Learning Area and Head of Year will decide on a consequence and a course of action based on who has been affected and what needs to be done to make things right.