
Personal Portable Device Procedures

Marrara Christian College is a learning community where parents and staff partner together. Students are nurtured through a loving, biblically-based school curriculum and structure to build their faith, character and desire to serve.

PREAMBLE

Personal devices like mobile phones, smart phones, wearables, laptops and tablets have become a normal part of life in Australia. Whilst they do open up an incredible world of communication, interaction and entertainment, there are certain potential risks to students. The devices are relatively expensive; easy to steal, lose or damage; are potentially a significant distractor from College activities and pose safety issues related to content and lack of attention to surroundings.

The College strongly encourages parents/carers to check their children's personal devices to ensure they are aware of the types of messages being sent and received and images and information accessed. Parents/carers should monitor their children's activities and guide them in their use of these devices.

Marrara Christian College aims to help students make wise decisions in the use of personal devices. At appropriate times new technologies related to portable devices will be introduced as part of the teaching program. Staff will model appropriate use and behaviour while using these devices and assist students to make wise decisions and right choices in their use. The College from time to time provides portable devices to students to support their learning.

OVERVIEW

The college collects a large amount of data from parents and students for the purposes of caring for students in a range of college activities, including, but not limited to excursions, special events and camps. As a result, teachers often find themselves with large amounts of personal information in their possession. The question of what to do with this information at the conclusion of the event while retaining records is an important issue that this policy seeks to address.

POLICY

Staff are required to document what information was collected, such as parental permission, medical information and contact details when running a range of events and programs at the college. To



provide a long-standing record of what was collected, an overview summary must be compiled, and a copy of the information sent to the parents be stored with the summary record for the period of 7 years.

PROCEDURE

Secondary

Secondary Students may bring portable devices to the College under the following expectations:

- Bring their personal devices to the College with parental/carer approval
- Use their personal devices during recess and lunch
- Bring their personal devices into class if configured to 'Do not disturb'
- Use their personal devices during class time with permission from the teacher
- Will upon request allow staff to access their device and its content
- Not contain material counter to the culture of the College
- For safety reasons not use ear phones when moving around the College
- Use earphones in class with specific teacher permission
- Only take photos and videos with the specific permission of the other person
- Only post externally with the specific permission of the other person

Primary

Primary Students may bring portable devices to MCC under the following expectations:

- Students may bring personal devices to the College with parental/carer approval
- Students are not to use their device across the day
- Students can store their devices throughout day in the class lock box
- Devices may not contain material counter to the culture of the College
- For safety reasons students may not use ear phones when moving around
- Students are not to take photos or videos of other persons
- Upon request, students will allow staff to access their device and its content

General

- Parents/carers wishing to contact students or visa-versa must make contact through the College office.
- The portable device contents are available to be viewed by a College staff member upon request.
- Failure to abide by expectations may result in the mobile device being confiscated by staff. Students can collect the device at the time determined by the teacher.
- The College takes no responsibility for the safety, security or contents of personal devices

SCOPE

These procedures apply to parents/carers, staff and students of Marrara Christian College community while involved in school activities.

These procedures are informed by the Care and Wellbeing Policy.

The use of these devices are informed by the BYOD and College Supplied Learning Device Guidelines.