Electronic Devices Policy

This policy covers all student-owned e-devices with the **exception** of the approved MCC electronic learning tool. Students are permitted to bring e-devices to the College with the following conditions:

1. **Students are responsible for the care of their personal e-devices and if lost, stolen or damaged, the College accepts no responsibility for replacement or repair or the cost of replacement or repair.**

2. **Students will leave their personal e-devices switched off and out of sight during College student hours ie. 8.25am (first bell) to 3.00pm. (or under the direct supervision of a teacher during class time.)**

3. **If a student feels they need to contact their parent urgently, they are to go to the Executive Office and ask for permission to use their phone to make the call there. No unauthorised phone calls are to be made by students.**

4. **If an e-device is used by a student during College student hours, the item may be confiscated and placed in a secure location in the Executive Office. The student will be able to retrieve the item from the Executive Office after 3.00pm on the same day. Repeated disobedience using an e-device may result in more serious consequences which may include having the item confiscated for a longer period of time.**

5. **e-devices must not be connected to the College Network. To do so is a breach of the MCC Network User Agreement.**

6. **In all situations, a teacher’s instructions override all the above conditions.**

The first time a student has their personal e-device confiscated for incorrect use, the student may collect it from the Executive Office between the hours of 3pm and 3.15pm.

If a student’s e-device is confiscated a second or subsequent time, a parent must collect the item from the College Office in person. The College Office is open between the hours of 8am & 4pm. Any items not collected will be returned to the student on the last day of term.

**CLEAR Technology @ MCC**

CLEAR technology @ MCC aims to reinforce using the College’s CLEAR values (Christlikeness, Learning, Excellence, Attitude and Respect) as a filter for decision making when using technology. Currently we are using and continuing to develop a whole school CLEAR Technology work program for students to improve their capacity to understand and apply ethical and socially responsible principles when collaborating, creating, sharing and using digital technologies, data, online processes and tools/equipment.

C Care for your device
L Leave a lovely digital footprint
E Enjoy the e-adventure with excellence
A Always avoid danger
R Reliable resources rule!

MCC is also on a journey to achieving eSmart status. This initiative promotes the smart, safe and responsible use of technology and part of that aims to educate schools and parents about what the risks are, and how they can be avoided or managed.

Updated 7/9/15