

## Mobile Devices/Laptop Policy

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*"What purpose would education serve in our days unless it helped humans to a knowledge of the environment to which they have to adapt themselves?"- Maria Montessori*

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This policy is in regard to mobile technology within the adolescent program at Melbourne Montessori School (MMS). This policy covers mobile phones, tablet technology, laptops and like devices, either owned by the student or supplied by the School. Students use these technologies to enhance research and presentation of their School work, and to reinforce skills learned within the classroom. Appropriate use of technology is encouraged at all times.

### Mobile Devices

- During lunch times, before, and after school the student is required to store personal mobile devices, switched off, in his/her own locker.
- During class times the students and teachers will place their mobile devices, switched off, into a basket located in each classroom. To be retrieved if required by classroom activities.
- The student may not use their device to communicate with people outside the School without permission. Students can make a phone call from the school landline, if need be.
- Music listening during class may be allowed at the teachers' discretion. However, music is not to be listened to outside of class times.
- Mobile devices are not to be used in any form of harassment or bullying either at school or at home. Matters of digitally bullying at home may carry consequences at school.
- Mobile devices are not to be used in any circumstances that can be considered inappropriate during the teaching and learning process such as playing games, text messaging, digital imaging, viewing inappropriate material etc. in all educational contexts.
- Any personal mobile device brought onto School property is the sole responsibility of the student and the School will take no responsibility for the loss or damage of the property.

### Consequences

Discipline may include, but is not limited to the confiscation of equipment. In addition, further disciplinary action appropriate to the violation may be applied in accordance with the Senior School Behaviour Management Policy.

### Laptops

1. Personal laptops may be confiscated if laptop use is deemed inappropriate.
2. Laptops must be charged each night and can be charged at school during lunchtimes. Students must bring their laptop charger to school. Charging during class will be avoided due to the tripping hazard of cables across classrooms.
3. It is highly recommended that students always carry their laptops in a laptop bag to provide some physical protection.

4. The laptop must be on the School premises during each of the student's normal School days. During the School's normal business hours or after School, when the Student is not in the immediate presence of the equipment, the equipment must be stored in a locker.
5. The student shall not make copies of software licensed to the School. The student and parents/guardians are responsible for compliance with the license terms of any licensed software, and the student and parents/guardian/s agree to hold the School blameless for any violations of such license terms.
6. The student may store School approved documents and files on the laptop. The student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the School's standard software suite on the equipment.
7. If students are using inappropriate personal software during class times the school reserves the right to remove the software from the computer. This includes gaming software.
8. The student and parent are responsible for care of the laptop. The student shall at all times take reasonable care of the laptop and not expose it to undue risk of damage or theft. The laptop is not insured by the School for loss or theft. Loss or theft of the laptop is to be reported to the student's Advisory teacher immediately.
9. All repairs to the laptop are the responsibility of the parents. Issues relating to school networking, printing and software will be dealt with by the school's IT department.
10. The School is not responsible in any way and shall not be liable for any loss, cost or damage for any unauthorized use of the laptop including any work performed and any data or images used, saved or stored on the laptop.
11. The parents/guardians hereby indemnify and hold blameless the School for any:
  - loss
  - cost, or
  - damage to any data, equipment or any other property
  - in any way relating to the use of the laptop resulting from the student's unauthorised use of the laptop.

**Consequences**

12. Discipline may include, but is not limited to the confiscation of equipment. In addition, further disciplinary action appropriate to the violation may be applied.

**REVIEWED: January 2019**

**LINKED WITH:**

**Family Media Agreement**  
**Responsible Online Behaviour Policy**  
**Responsible Use of ICT**

# Melbourne Montessori School Laptop Usage Agreement

Please complete and return this form

## Agreement by Parents/Guardian(s)

Parents/Guardian(s) Names: .....

Student's Name: .....

1. I/We consent to the School's mobile device/laptop policy.
2. I/We understand that provision of the laptop is conditional upon my agreement to be aware of the policies relating to the use of technologies at MMS
3. I/We have read and agree to the conditions on the use of laptops

Parents/Guardians' Signature(s):..... Date: .....

Parents/Guardians' Signature(s):..... Date: .....

## Agreement by Student

Student's Name: .....

1. I have read and agree to the above Terms and Conditions for the use of laptops.
2. I have read and know my responsibilities as outlined in the Rules of the School, the ICT Code of Conduct and other related ICT Policies

Student's Signature: ..... Date: .....