Avalon College ICT & Device Use Policy

1. Purpose

This policy outlines the appropriate use of Information and Communication Technology (ICT) and electronic devices by students at Avalon College. It ensures the use of digital technology supports learning while promoting safety, responsibility, and a distraction-free environment in accordance with our child safety obligations.

2. Scope

This policy applies to all Avalon College students, including those residing in boarding premises. It covers all use of school-provided ICT resources, personal electronic devices, and internet access both during academic hours and boarding supervision times.

3. Guiding Principles

- ICT is a valuable educational resource when used responsibly and purposefully.
- Digital environments must be safe, respectful, and free from harm or distraction.
- All use of devices must comply with Avalon College's Child Safe Standards and Codes of Conduct.

4. School-Provided Devices

- Students must not change system settings on school laptops or access or interfere with other students' files.
- Eating or drinking while using school laptops is strictly prohibited to prevent damage and maintain cleanliness.
- Devices are to be used only under staff supervision.
- School laptops must not be used for gaming, messaging, entertainment, or social media.
- Students must not attempt to bypass security, filtering systems, or install unauthorised programs.

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Effective Date: 27 March 2025
Next Review Date: 27 March 2026
Approved by: Avalon College Managing Director

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5. Personal Devices

- Students are not permitted to use personal devices (including mobile phones, tablets, or smartwatches capable of communication) during school hours.
- All personal devices must be handed in to staff each evening before bedtime and stored securely overnight.
- Devices will be returned to students after school but are not permitted to be used during afternoon activities, meals, supervised study periods, or homework sessions.
- Use of devices during boarding free time may be restricted at the discretion of staff.

6. Internet and Network Usage

- Students must use the internet only for study-related activities during school hours.
- Downloading or accessing inappropriate, offensive, or illegal content is strictly prohibited.
- Personal hotspotting or use of unapproved networks is not permitted.

7. Privacy and Safety

- Students must never share personal information online.
- The use of ICT to bully, harass, or harm others is a breach of the **Anti-Bullying and Harassment Policy (AC-WEL-002)** and may result in disciplinary action.
- Any misuse or concerning behaviour must be reported to a staff member immediately.

8. Breaches and Consequences

- Breaches of this policy may result in:

    - Confiscation of devices
    - Suspension of ICT privileges
    - Disciplinary action in line with the **Student Code of Conduct (AC-WEL-001)**

- Repeated or serious breaches will be escalated to the Managing Director and may be communicated with parents/guardians.

9. Related Documents

- **Student Code of Conduct (AC-WEL-001)**
- **Anti-Bullying and Harassment Policy (AC-WEL-002)**
- **Child Safety & Wellbeing Policy (AC-CSP-001)**

10. Review and Approval

This policy will be reviewed annually or following any significant changes to ICT infrastructure, student needs, or regulatory standards.

11. Student Agreement

I acknowledge that I have read and understood the Avalon College ICT & Device Use Policy.

I understand the following key points:

- I may only use school laptops for learning under staff supervision.
- I will not change any settings or access other students' files on school laptops.
- I will not eat or drink while using school devices.
- I must hand in all personal electronic devices (e.g. phones, tablets, smartwatches) before bedtime.
- I understand that my devices will be returned after school but must not be used during afternoon activities, meals, supervised study periods, or homework sessions.
- I will only use the internet for educational purposes and will never access inappropriate or unsafe content.
- I will not use personal hotspots or unauthorised networks.
- I will report any misuse or safety concerns to a staff member.
- I understand that breaches of this policy may lead to consequences such as confiscation of devices, suspension of privileges, or further disciplinary action.

Student Declaration

I agree to follow the Avalon College ICT & Device Use Policy and understand the expectations and consequences.

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Student Name: _____

Signature: _____

Date: _____

Parent/Guardian Acknowledgement (Optional for younger students)

I have read the Avalon College ICT & Device Use Policy and support the school's expectations for safe and responsible use of technology.

Parent/Guardian Name: _____

Signature: _____

Date: _____

For Office Use Only Date received: _____

Received by (Staff): _____

Approved by: Avalon College Managing Director

Signature:

Date: 27 March 2025