



ALMA MATER AKADEMIE

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MOBILE DEVICE POLICY

ALMA MATER AKADEMIE supports the use of computers, the Internet and other network devices in the Instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Student possession of personal electronic devices designed to communicate, create or store information is permitted by *ALMA MATER AKADEMIE* at the discretion of the teacher. Students who choose to connect to the *ALMA MATER AKADEMIE* network agree to the requirements of the Computer/Network Acceptable Use Policy and should consider their personal devices subject to the same level of monitoring and access as any *ALMA MATER AKADEMIE* owned technology device. *ALMA MATER AKADEMIE* reserves the right to monitor Internet and network use of personal devices on *ALMA MATER AKADEMIE* networks.

ALMA MATER AKADEMIE might occasionally require students to bring their personal devices to school. Those who do bring devices assume all risks of damage, theft, loss or misuse of such devices. The use of personal mobile devices is allowed with the understanding that the student has the permission of his/her parent(s)/guardian(s) to bring the devices onto school property. ***ALMA MATER AKADEMIE* holds no responsibility for damage or loss of personal devices.**

Use of personal mobile devices that disrupt the instructional day or include possession, viewing, sending or sharing picture, video, or audio information which has sexual, violent or threatening content on school grounds, school buses or at school events is prohibited and will result in disciplinary action and/or confiscation of the personal device.

ALMA MATER AKADEMIE recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using *ALMA MATER AKADEMIE* owned equipment or were connected to the *ALMA MATER AKADEMIE* network. *ALMA MATER AKADEMIE* is not responsible for such content being accessed or posted. However, *ALMA MATER AKADEMIE* may take action if such content is in violation of an existing policy.

1. Student Personal Devices Permitted

- Laptops
- Notebooks
- Tablets (iPad, Kindle, e-readers)
- iPods/MP3 Players → **(Not in Primary School)**
- Cell Phones → **(Not in Primary School)**

2. Student Personal Devices Not Permitted

- Laser Pointers
- Desktop/Net top Computers
- PSP's Game Boys and other gaming devices
- DVD Players
- Blue Tooth and other hands-free cell phone devices

3. Acceptable Classroom Uses of Student Personal Devices

(Not applicable for Primary School – teachers will advise when it is required)

- Classroom Use – **all classroom use is at teacher discretion**
- Teacher directed activities
- Note taking
- Headphones/ear buds must be out of ears during class time

4. Acceptable Non-Classroom Uses

(Not applicable/allowed in Primary School)

- Listening to music is permitted in the study centre, the tuck shop and the hallways
- Headphones must be used for listening to music at a volume that cannot be heard by others
- Cell phones and other personal devices are to be silenced during school hours (7:30 am – 2:00 pm).

5. Unacceptable Use of Student Personal Devices

- At no time during school hours are phone calls to be made on any personal devices. In the event of an emergency, students are to make calls in the office
- The use of personal devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only
- Sending text, image, sound, video or files for the purpose of cheating is prohibited
- Students may not answer or initiate personal device communication during instructional time.

6. Other Important Information

- There will be no printing from personal mobile devices
- Personal mobile devices must be charged prior to entering the school; if the battery runs out during the school day, the device must be put away
- Personal mobile devices may not be plugged into *ALMA MATER AKADEMIE* owned technology for projection or other purposes
- *ALMA MATER AKADEMIE* staff will not attempt to fix personal mobile devices that stop working or do not work; if the student cannot connect or use the device by the start of class period, it must be put away to avoid distractions
- All personal mobile devices that are connected to *ALMA MATER AKADEMIE* network will automatically be scanned for anti-virus software and hacking tools before access will be granted
- Students will not be permitted to play web or other games on the school network; those who attempt to play such games will have their device locked out of the school network
- Students who attempt to share pirated or illegally obtained software, music, videos or files with others will have their device locked out of the school network
- Sleeve cases are to be used rather than full laptop cases

Only applicable to High School pupils

Inappropriate use of personal mobile devices and/or *ALMA MATER AKADEMIE* network will result in consequences that correspond to *ALMA MATER AKADEMIE* Computer/Network Acceptable Use Policy and *ALMA MATER AKADEMIE* student handbook as follows:

1st Violation – Warning

2nd Violation – Detention

3rd Violation – A minimum of one day in-school suspension

4th Violation – A minimum of one day out-of-school suspension

For Primary- and High School

All consequences are at the discretion of administration and the severity of the infraction will determine the level of consequence. The Management of *ALMA MATER AKADEMIE* reserves the right to revoke personal mobile device privileges. In severe cases, recommendation for expulsion or referral to authorities may be appropriate.

The “Charter of Good Online Behaviour” form will be signed by pupil and parent kept on the pupil’s personal file.