



VCAL STUDENT DIGITAL DEVICES POLICY

PURPOSE

Skillinvest supports the right of all VCAL students to access and use digital devices (including mobile phones) for educational purposes. This policy outlines VCAL students' rights and obligations in accessing and using digital devices while undertaking their VCAL course at Skillinvest.

DEFINITIONS

Digital device - any digital device (whether Skillinvest or student owned) used at Skillinvest for the express purpose of supporting and enhancing the educational experience under the explicit instruction of the classroom Educator. Such devices include, but are not limited to:

- Laptop
- iPad/Tablet
- Cameras/Video Recorders
- Desktop computers
- Mobile phone

Personal Digital Device – any digital device (including a mobile phone) that is not provided by Skillinvest but provided by a student and used for educational purposes.

OBJECTIVES

- To ensure VCAL students understand their rights and responsibilities when it comes to the access and use of digital devices;
- To ensure VCAL students understand their rights and responsibilities when it comes to bringing personal digital devices;

POLICY

Skillinvest will provide VCAL students with access to digital devices while attending classes for the purposes of being able to complete their class work and assessments as and when required.

In relation to Skillinvest provided digital devices, students enrolled in a Skillinvest VCAL course must:

- not tamper with or wilfully damage any computer hardware, nor disconnect or move any components;
- immediately notify a Skillinvest staff member in the event any digital device stops working or is damaged;
- turn off and return all digital devices when not in use. Laptops will be returned to the storage trolley/cabinet and place them on charge when not in use;

In relation to personal digital devices (including mobile phones):

- Students are permitted to bring their own device;
- Personal digital devices will be connected to the Skillinvest network by a member of Skillinvest's IT department upon approval by the VCAL Educator or Coordinator;
- Students are solely responsible for the upkeep and safe keeping of personal digital devices;
- Skillinvest does not take any responsibility for personal devices that go missing or are damaged;
- Usage of mobile phones during school hours requires permission from my Educator or VCAL Coordinator;

In order for students to either be provided with access to digital devices (whether Skillinvest or student owned) for use as part of their VCAL course, students must read, understand and sign the Student Digital Device, Internet Use and Social Media Agreement prior to being given such access. This agreement must be co-signed by a parent or guardian in the event the student is under the age of 18 years.

Students must abide by the terms of this agreement. In the event a student violates this agreement, they may be denied access to Skillinvest digital devices and/or internet for a time to be determined by Skillinvest and may face further disciplinary action as determined by Skillinvest.

POLICY EVALUATION & REVIEW

This policy was last updated in Term 3 2019 and is scheduled for review in Term 3 2023.