



PERSONAL ELECTRONIC DEVICES POLICY

POLICY STATEMENT

This policy outlines the regulation of personal devices brought onto the College campus or used to access College Information Systems.

SCOPE

This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers and visitors at the College.

LEGISLATION and REFERENCES

- *Privacy Act 1988 (Cth)*
- *Information Privacy Act 2009 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- *Child Safe Organisations Act 2024*
- ACECQA National Model Code

Ormiston College Related Documents

- Acceptable Use of ICT Services Policy
- Social Media Policy
- Privacy Policy
- Disability Discrimination Policy
- Child Safety and Wellbeing Policy
- Photo Policy

DEFINITIONS

Personal Device	Any electronic device that is capable of being connected to the internet, network or other devices for the transmission of information, that is not wholly owned by the College and is brought onto the Campus grounds.
Permitted Person Device	Anyone over the age of 16 who has a social media account and uses this account in relation to Ormiston College.
Owner	The person who owns or is in possession of and uses a permitted personal device.
Smartphone	A mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded apps
Laptop	A laptop, MacBook, notebook, tablet or netbook device that is not wholly owned by the College. This definition also applies to laptops that are salary sacrificed.
IoT Device	A physical object embedded with sensors, software, and network connectivity that enable them to collect, exchange, and act on data without requiring human intervention. These devices are part of a larger IoT ecosystem, where they communicate with other devices or systems over the internet.

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Assistive Technology	Equipment or devices designed to help individuals with disabilities perform daily activities more easily and safely.
Personal Medical Device (PMD)	Devices designed to cater to the unique needs of individual patients. This can include devices that monitor health for specific chronic diseases or prostheses or implants.
Staff Orbit App	An extension of the College student information system allowing certain administrative functions to occur on a smartphone.
Guest Wireless Network	A wireless network provided by the College that is segmented from the College's corporate networks via several technical and cyber security principles. Where joined devices are unable to directly communicate with one another. Devices connected to this network, do so predominately to connect to the internet. Basic adult and malicious filter protections apply to joined devices; this network is not intended to be used by the students of Ormiston College.
Corporate Networks	Network segments where wholly owned and managed devices of Ormiston College are connected. These networks have the potential to access personal, sensitive and highly confidential information stored on College information systems. Devices on this network are heavily regulated to ensure compliance with government legislation and information security standards.
College Information Systems	Any College owned or contracted system either physical or cloud based that stores, transmits or manipulates data held by the College. This includes information that is of a personal or sensitive nature.

PERMITTED PERSONAL DEVICES

The Manager of ICT Services grants automatic permission for personal devices to be used in approved campus locations or to access College information systems in the following scenarios:

- A staff member, parent, visitor or guest using the College's guest wireless network to connect their personal device to the internet to communicate for personal reasons where no personal information collected and stored by the College is involved.
- A staff member using the College's guest wireless network or College information systems to use the Staff Orbit app to carry out College related administrative functions and, to check their college email and calendar.
- A staff member or student with a disability or medical condition using assistive technology or personal medical devices to safely participate in classes and the workforce
- An approved contractor, authorised by a member of the College's senior executive team, Property Manager or Caretaker, carrying out provision or maintenance work for Ormiston College plant equipment, buildings or grounds.

Any other reason will require permission from the Manager of ICT Services. e.g. A student wanting to use their own laptop on campus due to software requirements

Note: Personal smartphones are not required for educational use and are not supported beyond limited access to College information systems.

By using the College guest wireless network or college information systems with their personal device the owner is automatically agreeing to the terms of this policy.

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APPROVED CAMPUS LOCATIONS

Permitted personal devices used on campus, can generally be used in most physical locations except for:

- **Early Learning Centre or Outside Hours School Care**

There is a strict no personal device policy in force as per the ACECQA National Model Code. Unauthorised personal devices used in these areas could threaten the service's compliance and accreditation and can result in the physical removal of an individual from the area. There are exceptions for special circumstances, eg Personal medical devices and assistive technology – These exceptions must be subject to the approval of the Director of Ormiston College Foundation Child Care Pty Ltd

- **Areas identified in the College's Photo Policy**

The College's photo policy restricts personal devices in areas considered personal or sensitive, eg Toilets, Changerooms and Pools.

ACCEPTABLE USE

By using a permitted personal device to connect to the College's guest wireless network or to access College information systems, the user is subject to the College's Acceptable use of ICT's Policy.

In particular:

- The College has the right to monitor the activity of the permitted personal device and can revoke access at any time.
- The College expects the owner of the permitted personal device to keep it well maintained, with software that is kept up-to-date and with relevant cyber security protections in place.
- The device should not be modified in any way that is unsupported by the manufacturer (eg Jailbroken or rooted) and should be secured with a password or biometric lock.
- Disruption to access of College information systems caused by a permitted personal device or its owner will result in access being revoked and the possible physical removal of the device off campus

Use that results in extreme circumstances may result in the College restricting access to, removing or seizing the personal device

Examples of extreme circumstances include:

- There is a threat to the immediate safety of a child under the College's care
- There is illegal or criminal activity involved
- There is reckless intent for the privacy and seclusion of another person
- The personal device catches on fire or damages College owned equipment
- The personal device is abandoned

NETWORK ACCESS

Permitted personal devices can only be connected to the College's guest wireless network. Permitted personal devices will have no access to College printers and the shared network drives. With the potential exception of approved contractors, there are no other circumstances where any permitted personal devices will be connected to the College corporate network.

ICT Services cannot guarantee the guest wireless network, internet access and their supporting infrastructure will be working 100% of the time, nor can ICT Services guarantee wireless coverage in all parts of the College grounds.

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PERSONAL MOBILE PLANS

The College is not responsible or liable for any costs associated with permitted personal devices used on College premises accessing College information services via their mobile plan provider.

The Headmaster at their discretion may choose to subsidise a staff members mobile plan in relation to work they are carrying out for the College subject to a formal request in writing.

TECHNICAL SUPPORT

ICT Services will provide minimal support to get a permitted personal device connected to the guest wireless network. If the permitted personal device is incompatible, ICT Services may provide advice on how to make the permitted personal device compatible but will not be bound to service or modify the permitted personal device to make it compatible.

ICT Services may provide support for a permitted personal device to connect to College email and calendar, if capable, but is not required to troubleshoot extensively should an error occur or the software used is non-mainstream.

ICT Services will not service, maintain or support a permitted personal device for any other reason.

ICT Services will not assist in the procurement of a personal device and cannot use their educational suppliers to obtain discount pricing.

SOFTWARE

In general, software purchased by the College cannot be installed on permitted personal devices due to software license restrictions. ICT Services may advise where this software can be purchased; however, ICT Services cannot purchase software on behalf the owner of a permitted personal device.

ICT Services will not install software or assist with the installation of software on a personal device.

Microsoft 365: This software can be freely installed on up to 5 personal devices, by logging onto the Office 365 Portal through the College's Intranet. The use of the Microsoft Office software is subject to being either an employee of or an actively enrolled student at the College. As soon as employment or enrolment ceases, the Office software installed on the devices will cease to function correctly. In this case, it is not the responsibility of the College or ICT Services to make the personal devices Office software work again.

DISABILITY & MEDICAL USE EXEMPTIONS

ICT Services will provide support where required for all permitted personal devices that assist with disability or for medical reasons. Owners who require this assistance must work with ICT Services to provide information on the device and their supplier, to ensure the best support can be made available. Due to the variance of devices on the market, not all devices are compatible with the College Information Systems.

The College cannot guarantee wireless service, internet access and or other infrastructure will be working 100% of the time, nor can the College guarantee wireless coverage in all parts of the College grounds. Owners of personal devices that require consistent, guaranteed connectivity should consider this when determining how this will impact on the risks associated with their own medical conditions.

Where possible the College recommends a direct 3G/4G connection with a mobile phone service for these personal devices.

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INFORMATION SECURITY

Owners of permitted personal devices must not:

- Use them to take photos outside of the recommendations of the College Photo Policy and/or the College Privacy Policy.
- Manually transfer personal or sensitive information held by the College onto their personal device
- Knowingly allow others to use their personal device to view or access personal and sensitive information held by the College.

If using the College's information systems, including Office 365, college email or calendar on a personal device, the owner must report the loss or theft of their device or its digital contents to the Manager of ICT Services – *as this may constitute a Data Breach under the Privacy Act.*

ELECTRICAL SAFETY

Any permitted personal electronic device that is brought into the College Campus and meets the following conditions:

- Is of a non-transient nature and is likely to stay on campus for more than a day or;
- Is going to be used by students and others or;
- Is required to be connected or plugged in to a 240v mains power source at the campus;

must pass an electrical safety test from ICT Services. This includes a 'test & tag' label being placed on the personal electronic device.

If the device fails the electrical safety test, it is no longer a permitted personal device that can be used at the College.

USE AT OWN RISK

Use of a permitted personal device on campus is at the owners own risk. The College is not liable for any damage, loss (including data loss) or theft of the personal device. The owner shall not be entitled to any compensation from the College

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VERSION AND CONTROL REGISTER

Version	Policy Document Owner	Policy Document Approver	Approval Date	Changes History/ Superseded Documents	Next Review Date
v230124	Ormiston College Governing Body	Headmaster	11/03/2024		January 2026
V080526	Ormiston College Governing Body	Headmaster	19/05/2026	<ul style="list-style-type: none"> • Complete rewrite, taking into account new Child Safe Standards, Photo Policy and Privacy Policy. • Modernising and clarification of definitions 	May 2028

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