

## Acceptable Use Mobile Phone and Wearable devices Policy and Procedures

**Important to note**

- For the purpose of this document, *mobile phones and wearable devices* include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet.
- This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOD) policy.

**NB:** This policy has been developed by using Education Queensland Guidelines for 'Away for the day - Advice for State Schools on student use of Mobile devices.'

### Rationale

Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students.

'Away for the day' aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encourage increased face-to-face social interactions between students
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times, and
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing harmful content or breaches of personal privacy.

### Implementation

It is the responsibility of students to adhere to the guidelines outlined in this document.

This document also applies to student attendance at school activities, such as representative school sport, excursions and camps, unless otherwise determined by the school principal.

Students may only use their mobile phone or have wearable device notifications enabled during these times if they have an approved exemption for medical, disability and/or wellbeing reasons.

Students participating in activities, such as off-site Vocational Education and Training or work placements must follow the expectations of the organisation in charge regarding the use of mobile devices.

<p>Primary Expectations:</p>	<ul style="list-style-type: none"> <li>Mobile phones must be turned off and handed in at the Primary office in the morning and collected at 2:40pm each day. Students are not permitted to carry or use their mobile phones during the day.</li> <li>Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.</li> <li>If a student needs to make a telephone call during the day, they must ask permission from the class teacher and a school telephone will be used.</li> <li>Any mobile phone used during the day will be removed and will be turned off and stored in the school office for collection by a parent or guardian.</li> </ul>
<p>Secondary Expectations:</p>	<ul style="list-style-type: none"> <li>Mobile phones must be switched off when students enter the college grounds and kept out of sight during all lessons.</li> <li>Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.</li> <li>Headphones/ earbuds are not to be worn whilst at school.</li> <li>Mobile phones may be used at the tuck shop, uniform shop or the office for the purposes of payment via eftpos.</li> <li>Any mobile phone used during the day will be handed in to the office, will be turned off and stored in the school office for collection by the student at the end of the day.</li> </ul>

**Acceptable Use Mobile Phone and Wearable devices****Policy and Procedures****Individual Circumstances**

Consideration of individual circumstances will be given to students who require temporary or ongoing exemptions to the school's local implementation approach, including where:

- the mobile phone or wearable device is used by the student to monitor or manage a medical condition (in accordance with the [Managing students' health support needs at school procedure](#))
- the mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- the mobile phone or wearable device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g., navigation or object/people identification applications
- the mobile phone or wearable device is used as an agreed adjustment for a student with English as an additional language or dialect
- the student has extenuating circumstances that necessitates the need for access to their mobile phone or wearable device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
- students in Years 11 and 12 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

NB: requests for exemption will be considered on a case-by-case basis.

**Theft or Damage**

- Students are required to mark their mobile phone clearly and ensure that they are stored in a safe and secure place.
- Mobile phones which are found in the college should be handed in to the Primary or Secondary office.
- The college accepts no responsibility for replacing lost, stolen or damaged mobile phones or for students who lose or have their mobile phones stolen while commuting to and from school. Their security is wholly in the hands of the student.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones by others. Students should not share their password/pin numbers.

**Inappropriate Conduct**

Disciplinary actions will be applied should students engage in the following behaviours:

- using a mobile phone to gain advantage in exams or assessments.
- using an in-phone camera to photograph, video or records other individuals including staff, without their consent.
- using a mobile phone to engage in personal attacks, harass or post private information about another person using the social media, SMS messages, taking/sending photos or objectionable images, and phone calls.

It is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if actions as sanctioned by the College are deemed ineffective, as with all such incidents, the College may consider it appropriate to refer the matter to police.