

# Away for the day

## Use of mobile phones, wearable and electronic devices policy

ALBANY  
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## Overview

Albany Creek State High School is committed to reducing the distraction of mobile phones, wearable and personal electronic devices to provide optimal learning environments for all students.

From Term 1 2024, all state school students must keep their mobile phones switched off and 'away for the day' during school hours. 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.

'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

This policy applies to all personal technology devices including mobile phones, smartwatches, cameras, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet. These devices are not required as a learning tool and are not to be used at school.

School-owned devices and personal devices (ie iPads and laptops) approved for educational use as part of the school's Bring Your Own Device (BYOD) policy are managed through the school ICT Acceptable Use Policy.

On occasion, specific devices may be deemed appropriate for educational use in the school environment and their use would be strictly supervised. Prior permission from the Principal is required in these instances. Cameras will be provided to students when they are required for curriculum use.

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 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.

Students may only use their mobile phone or have wearable device notifications enabled during the school day if they are participating in a teacher-led educational activity that has been approved by the Principal (or delegate) or have an approved exemption for medical, disability and/or wellbeing reasons.

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### ***Bringing mobile phones and wearable devices to school***

Students are permitted to bring mobile phones and wearable devices to school to:

- support safe travel to and from school
- make contact with parents, friends and part-time employers outside of the school day, and
- be contacted about their own child or person under their care.

While students may bring devices to school, they are not to be used during the school day without prior approval from the Principal (or delegate). Mobile phones brought to school must:

- be switched off and securely stored with the student from 8.45am to 2.50pm. Devices must not be visible or audible during the school day.
- not to be used to hotspot a device to their mobile phone data as this is a breach of the *ICT Acceptable Usage Policy*.
- not to be used to make direct contact with parent/carer during the day. Contact should be made from the school office with permission from a staff member. Should a student choose to use their phone to contact parents/carers between 8.45am and 2.50pm, this will be considered a breach of this policy.

Students will ensure that devices/phones are not visible or used in any way, at any time during the school day. The school accepts no responsibility for loss/damage of valuable items and will not invest time in investigating the loss or theft of such items. Like all valuables brought to school, the onus is on the student/parent to ensure that they are kept secure. Phones/devices may be stored in students' school bags, pockets or lockers.

### ***Headphones and Earbuds***

Headphones and earbuds are not required in classrooms unless the curriculum requires that students listen individually to subject specific content located on computers. Where students are required to listen to curriculum content using headphones, they may use their own or alternatively the school will supply these. In these instances, approval must be given by the Principal.

Students are not permitted to wear headphones or earbuds at any other time or have them visible while, including when representing the school in their uniform. Students are discouraged from using headphones and earbuds when travelling to and from school as students can lose situational awareness and may place themselves and others in dangerous situations.

### ***Personal Assistive Technology***

Students who require the use of a personal assistive technology device may negotiate a special circumstances arrangement with the Principal or Deputy Principal, if its use is inconsistent with this policy. Special circumstances will be negotiated on a case-by-case basis.

Students requiring assistive technology that utilises personal devices will be given permission by the Principal or Deputy Principal and staff will be notified. The student will also be issued with a card indicating this. Such situations may include the use of an app on a mobile phone to monitor blood glucose levels. Please see *Exemptions* section of this policy for more information.

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### *Photographs and Filming*

Albany Creek State High School does not permit unauthorised photographs, videos or recordings of students, staff or visitors to be taken. Unauthorised means no formal permission has been granted for a photograph, video or recording to be taken as part of the school program.

Where a student takes an unauthorised or unsolicited photograph, video or recording the school will apply consequences in line with the school's Student Code of Conduct. The severity of the consequence will depend on the nature of the photograph, video or recording and how it has been used/distributed. The motivation/s of the photographer, videographer or recorder will also be taken into account.

### *ICT Facilities and Devices*

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Albany Creek State High School Student Code of Conduct. In addition, students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
  - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

### **Exemptions**

Students with an approved exemption must only use their mobile phone / wearable device for the intended, approved purpose.

### *Individual circumstances*

Consideration of individual circumstances has been 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

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- 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 eg 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 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

The Principal or Deputy Principal (Curriculum and Pathways) will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, the Principal or Deputy Principal (Curriculum and Pathways) may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

Approved exemptions, including details of how and when a student may access their mobile phone or wearable device, will be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff. Students will be issued with an exemption card that can be produced for staff on request.

In making a decision not to approve an exemption, the Principal or Deputy Principal (Curriculum and Pathways) will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human rights is reasonable and justified. The assessment will be documented appropriately.

Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the [Customer complaints management procedure](#).

### ***School specific exemptions (at principal discretion)***

The Principal approves the use of mobile phones and wearable devices to make payments at the tuckshop. This decision was made after consultation with the school community. Students are only permitted to switch on devices after they have entered the tuckshop and the device must be switched off immediately after payment is made. Failure to do so will be considered a breach of this policy.

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### Supporting responsible use of mobile phones and other devices

Every Queensland state school is required to develop a *Student Code of Conduct* that details staff responsibilities to support students to understand and meet behavioural expectations of the school, and guidance on the application, where required, of disciplinary consequences.

#### Consequences

Expectations with regard to this policy will be clearly articulated to students. Should a student be found with a visible or audible mobile phone, wearable device or other personal electronic device between 8:45am and 2:50pm the possible consequences include:

- Student will be directed to surrender the device to the office and may collect after 2:50pm that day. Mobile phones and wearable devices that have been temporarily removed from the student will be stored and retained in accordance with the department's *Temporary Removal of Student Property by School Staff Procedure*.
- Parent/carer will be notified by email by the office staff with the Policy attached detailing the consequences.
- The student may also complete an after-school detention.
- The student may be referred to the Learning Engagement Centre.
- The student may be invited to a re-entry meeting before the student returns to regular classes.
- Persistent failure to comply with school policies and procedures may result in more serious consequences, including suspension, in accordance with the school's Student Code of Conduct.

This policy applies to students while they are on the grounds of Albany Creek State High School and while off site participating in school activities such as school sport, camps and excursions.

#### Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Human Rights Act Qld \(2019\)](#)

#### Other resources

- [Customer complaints management procedure](#)
- [Cybersafety and reputation management](#)
- [Inclusive education policy](#)
- [Managing students' health support needs at school procedure](#)
- [Managing risks in school curriculum activities procedure](#)
- [Student discipline procedure](#)
- [Temporary removal of student property by school staff procedure](#)
- [Use of ICT systems procedure](#)
- [Use of mobile devices procedure](#)