



Electronic Device Policy

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. The benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning. In consultation with the broader school community, Balmoral State High School has determined that:

Junior School: All electronic devices (mobile phones, iPhones, MP3 player, iPads, and all similar devices) are to be switched off and out of sight during school contact hours from 8.45 am to 2.45 pm each day and including excursions and visits to other schools. Phones are not to be visible eg in shirt pockets.

Senior School: All electronic devices (mobile phones, iPhones, MP3 player, iPads, and all similar devices) are to be switched off and out of sight during all class times. Phones are not to be visible eg in shirt pockets.

Senior Students (Yr 10-12) are allowed to use phones at lunch times, however they

- cannot be charged at school
- cannot be used to record images or video of other people
- cannot be used for listening to music or gaming
- cannot 'Hot Spot' from their device to other devices (including other student's)

Other devices which may be used for video and image capture are not to be used on school grounds during school hours.

This policy excludes:

- computer devices that are used for learning
- use of the device for the management of a health condition
- the use of electronic devices used for approved school activities with written permission from the principal
- when electronic devices are required to be used for payment i.e. through the school cashier or in the canteen
- approved medical devices
- e-readers in the library

The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students. Students, parents and visitors will see posters (such as the example shown) around the school that clearly identify our technology-free zones and times. Please respect the community agreed expectation for these spaces and behaviour.

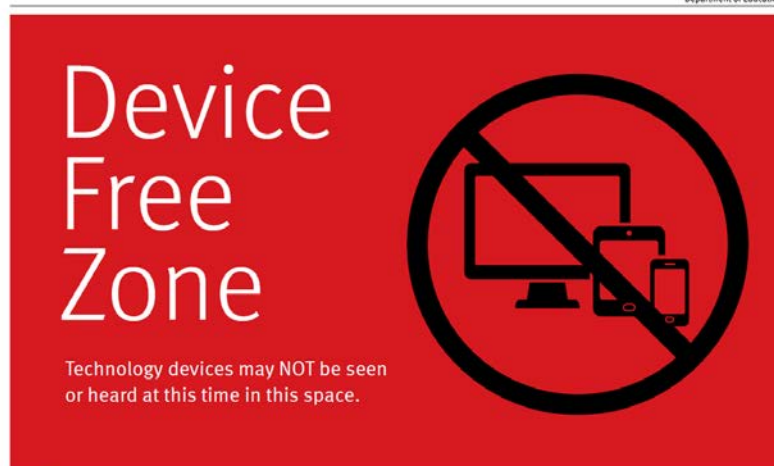
If a parent needs to contact their child during school hours, this must be done through the school office. Should a student need to go home due to illness or any other reason during the school day, it is the school's responsibility to contact parents to coordinate and organise arrangements. In urgent circumstances students can ask permission to contact parents/carers and use the phone in the administration foyer. Every attempt will be made to contact students should parents/carers need to get an urgent message to students.



POLICY GUIDELINES – Consequences

Students who breach the policy will have their phone confiscated for the remainder of the school day. For repeated breaches of the policy, students will be dealt with through level 2 & 3 behaviour consequences listed in our Student Code of Conduct. Electronic devices such as mobile phones and iPods can be expensive. The school does not accept responsibility for loss or theft of such items.

Unauthorised use of mobile phone/ electronic device	Possible Consequence
1st Offence	<ul style="list-style-type: none"> • Student takes phone to the office and hands in to the office. Office records incident – DAYMAP • Text message sent to parents • Student provided with electronic device slip to take back to class/teacher to show teacher and to hand in at the end of the day to collect device from the office. • Teacher enters the offence on One School as IT Misconduct • Student collects phone at the end of the day
2nd Offence	<ul style="list-style-type: none"> • Student takes phone to the office and hands in to the office. Office records incident – DAYMAP • Text message sent to parents • Teacher enters the offence on One School as IT Misconduct • Student has a referral to the Reflection Room – DETENTION • Student collects phone at the end of the day
3rd Offence	<ul style="list-style-type: none"> • Student takes phone to the office and hands in to the office. Office records incident. • Teacher enters the offence on One School as IT Misconduct • Office informs DP of third offence – DAYMAP admin referral • Parent/Guardian contacted and meeting is arranged with DP and student where device will be returned to parent/guardian.
4th Offence	<ul style="list-style-type: none"> • Student takes phone to the office and hands in to the office. Office records incident. • Teacher enters the offence on One School as IT Misconduct • In consultation with the Principal (or Officer in Charge) consequences will be applied





EDUCATION QUEENSLAND POLICY - MOBILES

SCM-PR-003: Appropriate use of mobile telephones and other electronic equipment by students

Schools can make reasonable rules about the acceptable or appropriate use of mobile telephones (and other electronic equipment) at school.

Relevant legislation and policy Legislation and/or regulations

Education (General Provisions) Act 2006 (Qld) Chapter 12 Parts 4

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf> *Invasion of Privacy Act 1971 (Qld)*
Part 4 <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InvasOfPrivA71.pdf>

Substantive policy

The Code of School Behaviour <http://education.qld.gov.au/publication/production/reports/pdfs/code-school-behaviour-a4.pdf>

Related procedures

ICT-PR-004: Using the Department's Corporate ICT Network/strategic/eppr/ict/ictpr004/

SMS-PR-021: Safe, Supportive and a Disciplined School Environment/strategic/eppr/students/smspr021/

SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools/strategic/eppr/students/smspr027/

Statement of intent

In making reasonable rules about what students can and cannot bring to school, schools can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students. The use of mobile phones and other electronic equipment (including those with Bluetooth functionality) by students at school, if unmonitored, can become disruptive.

Mobile phones and electronic devices, particularly those with the capacity to record images/footage can be appropriately incorporated into the learning program. However, except in times of genuine emergency or if the use is a sanctioned part of the educational program, mobile phone and other personal electronic devices (including those with Bluetooth functionality) should be restricted. This includes but is not limited to, games devices (e.g. PSPs, Gameboys) laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile phones, iPods and devices of a similar nature.

When Principals become aware that these devices have been used to capture and distribute images of violence, malice, etc. and the images have been uploaded to a website, where possible, appropriate disciplinary action should be undertaken in accordance with the school's disciplinary policy. Additionally, steps should be taken to seek removal of the material from the website. Where footage or images have been distributed electronically, via Bluetooth functionality or in hard copy, school Principals, once aware and where possible, should seek to stop distribution.



Mobile phones and other electronic equipment are used at their owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.

Responsibilities

Principals:

- develop or incorporate into existing school policy, a mobile phone and electronic equipment policy (for example, an Acceptable Use Policy - Refer to [Guideline for Information Required in the school's Acceptable Use Policy](#))



- in consultation with the school community, incorporate the appropriate use of mobile phones and electronic equipment when developing the school's Responsible Behaviour Plan for Students. Consider strategies for facilitating responsible behaviour and consequences for inappropriate behaviour in particular the prevention of bullying
- ensure that appropriate support and/or disciplinary action, as outlined in the school's Responsible Behaviour Plan for Students, are implemented for any student who is found to be using a mobile phone or electronic devices (including those with Bluetooth functionality) to cheat during exams or assessments
- clearly and regularly advise students, parents and guardians of the school's expectations with regard to the use of these devices at school, during school related activities and while students are representing the school
- ensure that appropriate support and action is taken against any student who photographs or films other individuals and distributes (e.g. via MMS, Bluetooth) or uploads these images to websites, or who sends harassing or threatening messages, as outlined in the school's Responsible Behaviour Plan for Students
- report any incident that breaches the departmental policy, , [IFM-PR-006: Maintaining the Security of Department Information and Systems](#), for example, students using the Department's corporate ICT network to distribute inappropriate images/footage and accessing the network via Bluetooth technology, which is prohibited
- take the following actions to remove and report the uploading of inappropriate images/footage, to websites, particularly where school staff and students are involved or if the school is in some way implicated (Refer to to [Removing Online Content Advice](#) Abuse and Policy Centre , for those directly involved to request removal).
- 3. where websites do not provide direct contact details, seek advice on removal options through the MIS Filtering Service, ph: 1800 680 445 or the Regional Technology Manager
- 4. request the MIS Administrator to immediately 'block' the website at the school level and seek departmental 'blocking' of the website in question through the MIS Filtering Service
- 5. where sites have an existing 'block' in place, and access to the site is required for investigation purposes, request the MIS Administrator to 'unblock' the website through the MIS Filtering Service
- 6. report any incident involving staff or student misconduct and those matters involving threats or incidents that are life threatening in nature (including threats made via website content), to Internal Audit, via email: is.auditops@deta.qld.gov.au or ph: 3237 0685.

Teachers & School support Staff:

- ensure behaviour requirements are adhered to by students when using mobile phones.

Students:

- ensure mobile phones or other items of value are always stored in a safe and secure place
- ensure adherence to the schools 'Acceptable Use Policy' and do not use mobile phones or other electronic equipment (including those with Bluetooth/Hot Spot functionality) in an inappropriate manner
- report any suspected inappropriate behaviour to the supervising teacher or Principal.