

## Mobile Phones and Other Devices Acceptable Use Policy

*For the purpose of this document, mobile phones and wearable devices include mobile phones, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet. Craigslea SHS is a Bring Your Own Device (BYOD) school; laptops and iPads are the identified technology for use.*

### Statement of Intent

Craigslea SHS is committed to reducing the distraction of mobile phones. This will ensure optimal learning and teaching as well as creating a safe environment that prioritises student engagement and wellbeing. This policy ensures that distractions in all learning environments are minimised and the privacy of others and the good order and management of the school is maintained.

### Guidelines

- All mobile phones are to be switched off and out of sight (in a school bag), during school contact hours and while attending school activities, such as representative school sport, excursions and camps. School contact hours are from 8.50 am to 3.00 pm each day
- Smartwatches are to have notifications switched off during school hours
- Teachers may give permission for students to use their mobile phone in the classroom, for a specific and agreed educational purpose

### Acceptable Usage Guidelines during Lunch Hours

- During nominated hours, students are allowed to access phones **ONLY** in the marked zone to pay for canteen purchases, school payments at the cashier and uniform shop purchases. No other use of phones is allowed in the zoned area.

### The following procedure is in place for Non-Compliance of Mobile Phone Policy

- Teacher will issue a warning that mobile phones are off, out of sight and in a school bag
- If a mobile phone is sighted or heard following a warning, the **student** will be required to hand it in to the office where it will be logged and stored securely until collection at 3.00 pm
- Teacher records the incident on OneSchool, (Technology Violation and Defiance)
- Office staff send OneSchool contact to YLC who contacts parent / carer to advise of non-compliance of the policy. If further non-compliance arises following parent/carers contact, consequences as outlined in the school's Student Code of Conduct will be applied
- Refusal to submit a phone to the office is a major breach of the Student Code of Conduct



## Acceptable Usage Guidelines outside of School Contact Hours

- Students may only use mobile phones and other electronic devices for personal use before and after school
- Students are expected to display courtesy, consideration and respect for others when using a mobile phone
- Students must not make any type of recording of other students or activities. Invasion of privacy through recording of conversations or activities and/or further distribution of such material will result in disciplinary action and contravenes the Invasion of Privacy Act 1971 (Qld)

## Emergency Contact

- Parents / carers wishing to urgently contact their students, or vice versa, are required to do so through the school office on 3326 5222.

## Special Circumstances Arrangement

Principals (or their delegates) will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, principals (or their delegates) may seek additional information to support the need for the student to access their mobile phone during the school day (for example, to assist with a medical condition or other disability).

Students who choose to bring mobile phones or personal technology devices to school do so at their own risk and are responsible for ensuring their safety and security and that they are not visible or audible. No liability will be accepted by the school in the event of loss, theft or damage to any device.