

Mobile Phones and Other Devices Acceptable Use Policy

For the purposes of this policy, 'mobile phones and other devices' include mobile phones, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet. Smart watches may be worn; however, notifications are to be switched off during school hours.

As Craigslea SHS is a Bring Your Own Device (BYOD) school, laptops and iPads are the identified technology for class use. Students who wish to use laptops or iPads for study purposes during the breaks are permitted to do so in the library.

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 2.55 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.

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.

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

1. If a mobile phone is sighted the **student** will be required to hand the phone in to the office (confiscate and collect) where it will be logged and stored securely until 2.55 pm. They will be issued a receipt from ID Attend and will collect the mobile at the end of the day.
2. Teacher records the incident on OneSchool (Technology Violation and Defiance)
3. If further non-compliance arises, consequences as outlined in the school's Student Code of Conduct will be applied.
4. Refusal to submit a phone to the office is a major breach of the Student Code of Conduct.