



Communication Device Policy

Use of mobile phones and other devices by students

We believe in preparing students for the future and that electronic communication devices have a place in society, but should not deter from one's learning or positive social interactions. Responsible and safe use is encouraged of all devices. The Communications Device Policy has been formulated to align with Education Queensland guidelines namely SCM_PR_003, which outlines: 'Appropriate Use of Mobile Telephones and other Electronic Equipment by Students'. For the purposes of the document, 'Communication Devices' are defined as any device which can transmit, store or record information in a digital format. This includes, but is not exclusive to mobile phones, smart watches, recording devices, laptops, tablets, digital cameras and other recording equipment.

Palm Beach Currumbin State High School is the workplace for more than 200 staff and 2600 students; as a result, we believe that the behaviours modelled in the workplace should reflect common practices in greater society, including expectations and conduct relating to the use of devices. Devices remain the responsibility of individuals at all times. Students are encouraged to keep devices in a secure place when not in use, such as a school bag. Students are permitted to bring mobile phones and personal electronic devices such as laptops to school under the conditions outlined below:

Junior Secondary students (Year 7, 8 and 9) are not to have mobile phones in use inside school grounds before school, during lunch breaks and after school. Junior Secondary students are strongly urged not to bring their phones to school.

- Mobile phones are not to be used in the classroom at any time across all year levels. Mobile phones should be switched off and stored in a student's school bag.
- Laptops are only to be used in class with teacher consent. Teacher-approved and planned device use is aimed to assist and enhance learning experiences.
- Devices should not be used for listening to music, communicating or engaging in social media during class time.
- Personal headphones (wired and unwired) should not be used or visible in class at any time.
- Devices (including smart watches) should not be brought into examination rooms or be present during informal/formal assessment.
- No photos, videos or voice recordings are to be taken at school, shared, forwarded, uploaded, sent, or stored unless specifically directed by staff.
- No photos, videos or voices of students or staff are to be shared, forwarded, uploaded, sent, or stored via any media platform, device or cloud-based service.
- Devices should not be used to download, distribute or publish offensive/sexual messages or pictures
- Devices should not be used to publish obscene, abusive, inflammatory, racist, discriminatory or derogatory language as well as any language/threats that may amount to bullying, harassment, violence or stalking
- The PBC logo must not be used without permission of the Executive Principal.



Students who breach this Policy will be subject to appropriate behavioural consequences as outlined in the school's Student Code of Conduct. Behavioural consequences for minor breaches of this policy may include:

- Verbal warnings from classroom teacher and request for devices to be placed in bags • Requests from classroom teacher for devices to be placed on teacher's desk if learning/learning of others is being obstructed.
- Requests from classroom teacher for devices to be taken, temporarily removed and stored at the relevant school administration building as per the Temporary Removal of Student Property policy.
- Referral by classroom teacher to Deputy Principal as per Student Code of Conduct

Parents and guardians are required to contact students during school times through the relevant school administration buildings only.

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 Palm Beach Currumbin 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.