



PBC Whole School Communications and Electronic Device Policy

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, recording devices, laptops, digital cameras and other recording equipment.

PBC is the workplace for more than 200 staff and 2540 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 locker.

Students are permitted to bring mobile phones and personal electronic devices such as laptops to school under the conditions outlined below:

- Devices 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 should not be used or visible in class at any time.
- Devices should not be brought into examination rooms or be present during 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.
- 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 Responsible Behaviour Plan.

Parents and caregivers are required to contact students during school times through the Middle/Senior School Office only.