



Personal Technology Devices A guide for students

Personal Technology Devices include:

- Mobile phones
- Smartwatches (must be in flight mode)
- Handheld devices
- Wireless headphones or ear pods
- Speakers
- Audio playing devices.
- Other emerging technologies which have the ability to connect to a telecommunications device, networks, or the internet.

At Brisbane Bayside State College PTDs must be:

OUT OF SIGHT and OUT OF HEARING

From

GATE TO GATE

- During the school day from when you enter the school gate to when you leave the school gate PTDs must be:
 - **switched off** and ○ may **not be used** ○ PTDs must be kept **out of sight**.
 - Wearable devices such as smart watches must have **notifications switched off**.
 - Headphones and ear pods to be away and out of sight.
- In class time:
 - PTDs with wireless connection capability must **not be used** to:
 - hotspot to bypass the school network.
 - play music or video.
 - to stream music to a wearable device.
- At break times ○ PTDs must **not be used** for any purpose to
 - make phone calls, send or receive text messages or send or receive notifications.
 - take video or still photograph images at any time and
 - must remain **switched off** and be kept **out of sight**.
- PTDs may be used at payment points throughout the school indicated by a green tick on the ground. PTDs may only be used while standing on the green tick and must be out of sight at all other times.

- **Security of a personal device.** Students are responsible for the safe keeping of personal items including PTDs:
 - Being stored at SSR from 8:15am and collected from 2:40pm
 - being stored out of sight in a pocket.
 - should not be left in an unattended school bag outside a classroom or in the playground.
- **During exams,** all PTDs are to be **turned off** and smart watch **notifications turned off** and be out of your reach.

Where a student does not follow this school policy.

Where the student is unable to produce an exemption card, a PTD that is 'seen' or 'heard', or is misused in class or in the playground the student will

- be sent to SSR to:
 - hand the device in and
 - return with the lodgement receipt to show the teacher.
 - The student will collect the PTD from SSR **at the end of the school day.**
- Failing to comply with this reasonable instruction will result in disciplinary consequence under the school's *Student Code of Conduct*.

Students that refuse teacher instructions to hand PTD.

If a student breaches the school's PTD policy and refuses to hand their device into the office;

- A member of the administration team will be notified and follow up on the incident as soon as possible.
- The device will be handed into SSR.
- A lunch time detention will be issued for refusal to follow instructions.

Subsequent refusals and breaches of the school PTD policy will be dealt with as per the Student Code of Conduct.

FAQs

What can an exemption include?

Exemptions must be applied for and approved by the principal. You can seek an exemption for medical, disability and/or wellbeing reasons. A "green pass" will be issued to students with approved exemption conditions noted.

Exemptions do not include:

- Checking the time
- Checking your timetable
- Using apps like a calculator
- Organising transport after school
- Organising part-time work
- Making family arrangements

You need to have arrangements in place to be able to manage these duties. You can use the phone at SSR during breaks if needed or you have to wait until you leave the school gate at 2:40pm.