Brisbane Bayside State College

Personal Technology and Device Policy

Brisbane Bayside State College has established the following policy in line with the Department of Education *Student use of mobile devices procedure*. For the purpose of this document, mobile phones and wearable devices include mobile phones, smartwatches, handheld devices, wireless headphones or ear pods, speakers, audio playing devices and other emerging technologies which have the ability to connect to a telecommunications device, networks, or the internet.

This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOD) policy.

Purpose
This document:
- outlines the requirement for students at Brisbane Bayside State College to keep mobile phones switched off and '**away for the day**' from '**gate to gate**', and while attending school activities, such as representative school sport, excursions and camps.

- outlines the requirement for all students to switch off notifications on wearable devices, including smartwatches, 'from gate to gate', and while attending school activities, such as representative school sport, excursions and camps.

- provides guidance for schools in managing student mobile phones and wearable devices that are brought to school and,

- provides guidance on the application of exemptions for students who require access to their mobile phone or wearable device during school hours.

Overview
Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students.

'**Away for the day**' from '**gate to gate**' aims to:
- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices.

- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing.

- encourage increased face-to-face social interactions between students.

- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times and,

- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing or distributing harmful content or breaches of personal privacy.

Student use of Personal Technology Devices (PTDs) at school
From Term 1 2024, all students at Brisbane Bayside State College must keep their PTDs **'away for the day'** from **'gate to gate'**.

- 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.

- Notifications on wearable devices, such as smartwatches, must be in flight mode so that notifications cannot be seen during school hours.

- This document also applies to student attendance at school activities, such as representative school sport, excursions and camps, unless otherwise determined by the school principal.

- Students may only use their PTDs during these times if they have a school principal approved exemption for medical, disability and/or wellbeing reasons.

- Students participating in activities, such as off-site Vocational Education and Training or work placements must follow the expectations of the organisation in charge regarding the use of mobile devices.

Bringing PTDs to school
Students are permitted to bring PTDs to school to:

- support safe travel **to and from school.**

- make contact with parents, friends and part-time employers **outside of school hours and outside of the school gate.**

Storage and loss or damage to PTDs

- Students' PTDs brought to school are at the risk of the student, save for matters to which the school's *Student Code of Conduct* may apply, for example, the theft or wilful damage to a student's device.

- Students' PTDs may be stored at SSR from 8:15am and collected from 2:40pm or in the blue PTD box in each classroom.

- Students' PTDs may be stored out of sight in a pocket.

- The school will store PTDs confiscated for a breach of this policy under the school's *Student Code of Conduct* and in compliance with the *Temporary removal of student property by school staff procedure*.

- In any circumstance, the school is not responsible for the replacement of, or compensation to, the student or parent/carer for any loss or damage to a device the student brings to school.

Exemptions
The Department of Education consulted with key stakeholder groups to develop a list of exemptions for instances where students may require access to, and use of a PTD during the school day.

- Parents/carers may apply on behalf of the student for an exemption to PTD policy and the student must only use their PTD for the intended, school principal approved purpose as listed on the green pass issued.

- The principal will consider requests for exemption received from students or parents/carers on a case-by-case basis. When considering an exemption request, the principal may seek

additional information to support the need for the student to access their PTD during the school day.

- Exemptions may be temporary, for a fixed period or for a student's on-going individual circumstances. Consideration of individual circumstances will be given, including where the PTD is used by the student to monitor or manage a medical condition (in accordance with the *Managing students' health support needs at school procedure*).

- the PTD device is used as an agreed reasonable adjustment for a student with disability or learning difficulties.

- the PTD is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g., navigation or object/people identification applications.

- the PTD is used as an agreed adjustment for a student with English as an additional language or dialect.

- the student has extenuating circumstances that necessitates the need for access to their PTD during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or

- student in Years 11 and 12 applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

Exemptions issued will be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff, including details of how, when and where a student may access their PTD. Principals will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human rights is reasonable and justified.

Where an exemption is not approved and the student or their parent/carer expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the *Customer complaints management procedure*.

General exemption from PTD policy
At Brisbane Bayside State College:
- There is no general exemption for the use of PTDs in the playground. Students who have a principal approved exemption to use and/or wear such devices consistent with their specific need are exempt and will be issued a green pass. The green pass identifies the approved PTD and conditions approved by the school principal.

- PTDs may be used to make school payments, including for canteen, cafe, uniform shop and finance office as indicated by the 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.

- Principals may on a case-by-case basis, determine to allow students access and use of PTDs during school representative sports, camps or excursions at specified and supervised times (in accordance with the *School excursions procedure*).

Students are NOT permitted to, and there will be NO exemption granted to allow students to:

- connect their mobile phone to the school's network at any time, that avoids safe and filtered access to the internet (in accordance with the *Use of ICT systems procedure*), and

- use their device to "hot spot" their school provided or BYO device, (See the school's Acceptable Use policy).

Last updated 14/02/2024

Supporting responsible use of mobile phones and other devices
The Brisbane Bayside State College *Student Code of Conduct* details staff responsibilities to support students to understand and meet behavioural expectations of the school, and guidance on the application, where required, of disciplinary consequences.

The *Student Code of Conduct* explains the school's approach where a student does not comply with, or breaches the PTD policy. This section details clear expectations for parents/carers and students about what devices are allowed at school, how they are to be used, and the possible consequences for failing to meet the stated expectations. In determining the local school approach on possible consequences, it is necessary to ensure that responses are proportionate and equitable and take into consideration the individual circumstances of each student. This means making decisions that are reasonable for the situation. Some examples include:
- directing the student to take their PTDs to SSR,
- removing the device temporarily and returning to the student or requesting their parent/carer collect the device at the conclusion of the school day,
- applying a detention for a defined period of time (e.g. lunchtime/after school),
- enrolling a student in eSmart program to complete Digital Licence or similar course, and/or
- increasing staff supervision of use in circumstances where the student requires access to their PTDs for medical, disability and/or wellbeing reasons. For example, students who use smartphone apps for health monitoring and management.

Maintaining the "Away for a day" policy
A whole-school approach consistent with the school's *Student Code of Conduct* where this policy:
- **promotes the safe, respectful and positive use** of mobile phones and other technology through delivery of the Australian Curriculum and specific programs focused on digital literacy.

- **outlines when managing inappropriate online behaviours or reputation management incidents**, the primary concern is the safety and wellbeing of the students and/or staff members involved. Further guidance on responding to online incidents can be found in the Online incident management guidelines for school leaders and How to manage online incidents that impact your school flowchart. These guidelines are followed.

- **defines where consequences** for breach of this policy are outlined in the school's *Student Code of Conduct*.

- **defines where temporary removal of mobile phones and wearable devices** from the student requires they are stored and retained in accordance with the department's *Temporary removal of student property by school staff procedure*.

- **interruption free time.** The purpose of this policy is to limit actual and potential interruption to students' schooling. Parents/carers are reminded of how important it is to work together and coordinate:
  - **to ensure the intent of this policy** as described in the overview to this policy
  - **in cases of emergency** contact with their child (defined as a crisis, predicament, urgent situation), is **via phone to the school's office 3893 5333** as the appropriate means of contact
  - **not interrupting the school day with unnecessary or non-emergent contacts**. Matters of daily routine or messaging that can reasonably wait until the end of the school day should be left to that time of day.

- **If a student becomes ill at school, or any other situation** where a student contacts a parent/carer expressing **a need to leave school**, SSR remains the only point of contact.
  - This ensures the student is reached quickly, without potential for confusion, and is assisted in the appropriate way and

o their attendance in school is accounted for. The school needs to know where students are and that the appropriate care is provided.

Legislation
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2017 (Qld)
- Human Rights Act Qld (2019)

Other resources
- Customer complaints management procedure
- Cybersafety and reputation management
- Inclusive education policy
- Managing students' health support needs at school procedure
- Managing risks in school curriculum activities procedure
- Student discipline procedure
- Temporary removal of student property by school staff procedure
- Use of ICT systems procedure
- Use of mobile devices procedure
- School excursions procedure