



ASPIRE - LEARN - ACHIEVE

Student Use of Mobile and Electronic Device Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

Personal electronic devices, including mobile phones and listening devices, can become distractions from learning. The school community supports the valid place of music in the lives of students, but not via the use of these devices whilst at school. Other concerns include theft of these devices, their potential impact on the learning culture of the school and how they can discourage face-to-face socialisation.

From the beginning of Term 1 2024, all Queensland state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

The decision to implement a consistent, state-wide approach to putting mobile phones away during the school day is based on the advice of a former Queensland Family and Children's Commissioner, who completed an independent review of Queensland's approach to mobile phones, including consultation with key education stakeholders from each education region, as well as a research review on student use of mobile phones and personal devices in schools.

In consultation with the broader school community, Bentley Park College (BPC) has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents/carers, school staff and students and is outlined in the **Student Use of Mobile and Electronic Device Policy**.

Personal Technology Devices includes, but is not limited to, games devices such as portable gaming devices, laptop computers, PDAs, Smartwatches, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones and devices of a similar nature.

Purpose

To clearly outline the **Student Use of Mobile and Electronic Device Policy** and responsibilities for students, parents/carers and staff.

Operation of the Policy

'Away for the day' advice for state schools on student use of mobile devices

'Away for the day' supports schools to maintain a strong focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.

Local Implementation Approach

For the purpose of this local implementation approach:

- devices include **all mobile phones and wearable devices** like smartwatches and listening devices (earphones/buds/pods and headphones)
- the **school day** is defined as the time a student:
 - o enters the school grounds, until they leave; or
 - o is engaged in a school activity either on or off campus, until the activity concludes.

Operation of the Policy

Bringing mobile phones and wearable devices to school	<p>Students are permitted to bring mobile phones and wearable devices to school to:</p> <ul style="list-style-type: none"> • support safe travel to and from school • make contact with parents/carers, friends and part-time employers outside of the school day • be contacted about their own child or person under their care. <p>If a student chooses to bring a phone or wearable device to school, they will be responsible for it for the entire school day.</p>
Storage of mobile phones and wearable devices	<ul style="list-style-type: none"> • Mobile phones are to be turned off and out of sight, either on their person (e.g., in their pocket), or in their school bag for the entire day, including break times and transitions between classes. • Wearable smartwatches may be worn on their person, but cannot be used for communication. • Listening devices are turned off and stored out of sight.
Exemptions	<p>Students may be granted a temporary or ongoing exemption to access and use their mobile phone or wearable device during the school day for an approved purpose.</p> <p>Exemptions are considered on a case-by-case basis by the principal and may require additional supporting information. All exemptions will be reviewed annually. Students who qualify for an individual exemption will be provided with an <i>Exemption Pass</i>.</p> <p>Examples of exemptions include:</p> <p>A. Individual Circumstances</p> <ul style="list-style-type: none"> • The mobile phone or wearable device is used by the student to monitor or manage a medical condition. • The mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties. • The mobile phone or wearable device 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 mobile phone or wearable device 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 mobile phone or wearable device 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. • Students in Years 11 and 12 who are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology. <p>B. School specific exemptions - Currently approved by the Bentley Park College Principal</p> <ul style="list-style-type: none"> • Students are permitted to use a mobile phone or wearable device to make school payments, including for tuckshop, uniform shop and office payments. • Upon approval from the College Principal, teachers may give permission for students to use their mobile phone/wearable device in the classroom, for an agreed educational purpose. • Student access and use of mobile phones and wearable devices during school representative sports, camps or excursions either denied or permitted at specified and supervised times, as detailed on the <i>Excursion Consent Form</i>.
Contacting students	<ul style="list-style-type: none"> • Parents/Carers are requested to support this approach and not attempt to contact their student during school hours on their personal mobile phone or wearable device. • For urgent matters, parents/carers can phone the College on 4040 8111, and follow the prompts to the relevant sector administration office, to request a message is passed onto their student.

Operation of the Policy

Contacting parents/carers	<ul style="list-style-type: none"> • If a student is feeling unwell, or experiences an issue during the school day, they cannot access and use their mobile phone or wearable device to make contact with their parent/carer. They can attend the relevant sector Student Services office where parents/carers can be phoned by the administration officer: <ul style="list-style-type: none"> ○ Primary – R Block or Primary Sick Bay ○ Junior Secondary – AA Block or Secondary Sick Bay ○ Senior Secondary – G Block or Secondary Sick Bay • For approved exemptions, students can access and use their mobile phone or wearable device to make contact with their parent/carer by attending the sector designated space (Primary – R Block or Secondary – G Block Student Services Foyer) during timetabled lunch breaks or as per the agreed approved conditions detailed on their <i>Mobile Device Exemption Pass</i>.
Contacting Employers	<p>Students with part-time work need to notify their employer that they will not be able to receive or respond to messages and calls during school hours. Once students depart the school grounds, they will be able to check for messages from their employers.</p>
Consequences	<p>Classroom</p> <ol style="list-style-type: none"> 1. If a staff member sees a student using a mobile phone or receiving notifications during school hours, they will provide a verbal reminder about expected behaviour and ask the student to put their device away and out of sight, or switch off notifications. 2. If they do not comply, the student will be instructed to take the device with an <i>Out of Class Pass</i> (green slip) to the relevant Administrative Officer (Primary – A Block; Secondary- AA Block – Student Reception) The Administrative Officer will: <ul style="list-style-type: none"> ○ write the student’s name on a yellow envelope and seal the device within ○ record the violation in IDAttend and issue the student with an <i>Items Handed In</i> receipt ○ advise the student to collect the device after 3.00pm on the day ○ record the type and make of the device in the <i>Confiscated Personal Devices Register</i>. They will not return a confiscated item without sighting the <i>Items Handed In</i> receipt. 3. If the student refuses to take their mobile device to the relevant office or returns without an <i>Items Handed In</i> receipt, this will be treated as a major behaviour. The RBT/RBO/SSO will be contacted and the student will be escorted to the Primary Responsible Thinking Classroom (RTC), or relevant Junior/Senior Secondary Administration Office, for non-compliance as per the Student Code of Conduct. This behaviour will be referred to a Classified Officer for further consequences. <p>Non-classroom</p> <p>If a student refuses to provide their name or take their mobile device to the relevant office, the RBT/RBO/SSO will be contacted and the student will be escorted to the Primary Responsible Thinking Classroom (RTC), or Secondary Behaviour Hub, for non-compliance as per the Student Code of Conduct. This behaviour will be referred to a Classified Officer for further consequences.</p>

Operation of the Policy

Information Technology devices

At all times students, while using Information Technology (IT) facilities and devices supplied by the school, will be required to act in line with the requirements of the Bentley Park College Student Code of Conduct.

In addition, **students** and their **parents/carers** should:

- understand the responsibility and behaviour requirements (as outlined by BPC) that come with accessing the department's IT network facilities, have read the *Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy* and signed the *Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Agreement*
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email.

Students and their **parents/carers** should also be aware that:

- access to IT facilities and devices provides valuable learning experiences for students and supports the College's teaching and learning programs
- the College 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 the College's IT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the College, 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.

Additional Information

Recording voice and Images in video footage

We uphold the value of trust and the right to privacy at BPC. And every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc.) for the purpose of dissemination among the student body or outside the College, by any means (including distribution by phone or internet posting), builds a culture of distrust and disharmony.

Students must not record video/social media images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher. A student at school who uses a personal technology device to record private conversations, ordinary school activities or violent, illegal or embarrassing matter capable of bringing the College into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, BPC will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the College, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

This policy is inclusive of students involved in:

- recording
- disseminating material (through text messaging, display, internet social media uploading etc)
- knowingly being a subject of a recording.

Breach of this policy will be subject to disciplinary action, including suspension and recommendation for exclusion. Students should note that the recording or dissemination of images that are considered indecent, such as nudity or sexual acts involving children, is against the law and if detected by the school will result in disciplinary action and a referral to the Queensland Police Service.

Operation of the Policy

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to disciplinary action and possible referral to Queensland Police Service. Students receiving such text messages should ensure they keep the message as evidence and bring the matter to the attention of the Primary PBL Coordinator, or Head of Department Junior/Senior Secondary.

Recording Private Conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, view, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Documentation

- [Student Code of Conduct](#)
- [Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy](#)
- [Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Agreement](#)

