



# KIRWAN STATE HIGH SCHOOL

## PERSONAL ELECTRONIC DEVICES POLICY

### Rationale

This policy has been developed to align with Education Queensland policy regarding mobile phones and wearable devices.

Kirwan State High School acknowledges that:

- electronic devices and the development of students' technological skills are important in developing 21<sup>st</sup> century learners in a digital world.
- the inappropriate use of electronic devices at school is disruptive to teaching and learning, and the good order and management of the school.
- electronic devices are utilised to monitor health conditions.
- electronic devices are also effective communication tools for parents/carers and provide peace of mind about the safety and security of their child, especially when normal routines of arriving to and leaving school may be varied.
- face-to-face interaction is an important part of a student's social skill development.
- excessive screen time can be detrimental to an individual's health.

### Electronic Devices

For the purposes of this policy, school approved electronic devices are:

- desktop computers, laptops, tablets and cameras provided by the school.
- personal electronic devices that meet the Bring Your Own Device (BYOD) minimum requirements.

School approved electronic devices may be appropriately used in the classroom when it is a planned part of a teaching and learning activity, and as instructed and supervised by the teacher.

For the purpose of this policy, personal electronic devices not approved by the school are:

- Mobile phone.
- Smart watch.
- Camera.
- iPod.
- Bluetooth devices.
- Laptop/iPad/Tablet that does not meet BYOD requirement.
- Other emerging technology.

***Personal electronic devices that are not approved by the school are to be turned off and placed in student bags between the hours of 8:45am (first bell of the day) and 2:45pm (last bell of the day), and during all school events including but not limited to camps and excursions.***



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## Off and Away for the Day

Between **8:45am (first bell)** and **2:45pm (last bell)**, all personal electronic devices (PED) need to be **turned off** and **put away in school bags**.

*Students are not permitted use their personal electronic devices while on school grounds at any time to take images and/or audio and visual recordings.*

### Security of Devices

Students are responsible for the security of their personal electronic devices at school. The school does not accept liability for the loss, theft, or damage to personal electronic devices brought to school.

Students are encouraged to either:

- leave their personal electronic device at home.
- turn off their personal electronic device and leave it in their school bag for the duration of the school day.
- hand in their personal electronic device at Student Services Hub for safekeeping. Devices must be handed in before 8:45am (first bell of the day) and collected after 2:45pm (last bell of the day).

### Contact Between Students and Parents/Carers

Students and parents/carers are encouraged to be organised and communicate with each other in advance.

If parents/carers need to convey a message to their child, a text message/voicemail can be sent. Students will be able to check their messages before 8:45am (first bell) and after 2:45pm (last bell).

If parents/carers need to convey an urgent message to their child, they need to contact the school office. ***The school will not be able to facilitate the communication of non-urgent messages.***



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If a student is unwell, they need to report to the Student Counter. The school will contact parents/carers if their child needs to be collected or requires medical attention.

The school will communicate with parents/carers via text message in the case of a critical incident or emergency such as an evacuation or lockdown.

## Exemptions

Students with documented and verified learning or medical needs will work with the relevant member of the School Leadership Team to consider the specific needs of the individual student, in order to develop and enact a plan.

Students with an approved exemption must only use their personal electronic device for the approved purpose.

## Payment

Students are not permitted to utilise their personal electronic devices to make payment at the student counter or in the tuckshop.

## Consequences

Students who do not have their personal electronic device turned off and in their bag, will have the following consequences applied:

1. Staff member temporarily removes student property.
2. Where possible, staff member provides the student with 'Temporary Removal of Student Property' slip.
3. Staff member records the incident in One School.
4. Staff member hands phone in at the Rolls Office at the next available break and before the end of the day.
5. Rolls Office issues a lunch time detention.
6. Student collects the property from the Rolls Office at the end of the day.
7. Failure to follow this process will result in a referral to the School Leadership Team and may result in further disciplinary consequences.

If the school becomes aware that an electronic device has been used for cyber-bullying or to capture or distribute images of nudity, violence or malice, appropriate action will be taken in accordance with the school's Student Code of Conduct.

Students will be required to remove any material deemed to be offensive from the device, website or social network in the presence of the Executive Leadership Team. Failure to comply with such requests will result in serious disciplinary action in accordance with the school's Student Code of Conduct.



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If it is believed that an electronic device has been used in a manner which contravenes legislation, the device may be confiscated by the Executive Leadership Team and handed to police for further investigation.

## Consultation

The Kirwan State High School Personal Electronic Devices Policy was developed in consultation with the school community, including:

- Teaching and non-teaching staff
- P&C
- School Council

## Review

The Kirwan State High School Electronic Devices Policy will undergo annual minor updates to reflect changing circumstances, data, and staff.

A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

## Endorsement

The Kirwan State High School Personal Electronic Devices Policy has been informed by:

- Education (General Provisions) Act 2006.
- Department of Education: Advice for State Schools on Student Use of Mobile Devices.
- Kirwan State High School Student Code of Conduct.
- Kirwan State High School Temporary Removal of Student Property Policy.

