
The Use of Personal Technology Devices* at School

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Students are encouraged to avoid bringing valuable personal technology devices to school as there is a risk of damage or theft. Such devices may be confiscated by school staff and may be collected at the end of the day from the school office if consideration for others is impeded. Breaches of this prohibition may result in discipline. Mobile phones must be on silent during class time and placed either in bags hanging on port racks or on the ground near the port racks.

Confiscation

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

Personal technology device etiquette

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. They must be placed in silent mode during class time and left near or in bags on port racks. Personal technology devices may be used during lunch breaks.

Recording voice and images

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.

We uphold the value of trust and the right to privacy BUSY Schools. 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 school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record 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 (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school 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 school, for the purpose of bullying¹ 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.

Students involved in:

- Recording; and/or
- Disseminating material (through text messaging, display, internet uploading etc); and/or
- Knowingly being a subject of a recording.

Breach of this policy may be subject to discipline (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 a referral to QPS.

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 discipline and possible referral to QPS. Students receiving such text messages should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

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, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained

Special circumstances arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

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

Appendix 2

Students Using Mobile Phones

Purpose of this policy

This policy outlines the requirements of the BUSY Schools relating to students using mobile phones during school hours.

Definitions

For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Summary – critical information

- Students who choose to bring mobile phones to school must have them switched off and securely stored during teaching and learning sessions
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher. Exceptions must be documented
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student behaviour policies.

Rationale

BUSY Schools takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously.

Whilst the BUSY Schools acknowledges that we live in a technology-rich world where mobile phones are an important communication tool, research has found that mobile phones can be disruptive in classrooms and open to misuse at school. The unregulated presence of mobile phones in classrooms can undermine students' capacity to think, learn, remember, pay attention and regulate emotion.

At recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are also valued, rather than students being focused on a mobile phone, particularly when they are using it to engage with social media.

This new policy acknowledges that technology is increasingly affecting how students learn and communicate. Therefore, when a student has been given explicit permission to access and use such devices to enhance learning by the classroom teacher, mobile phones will be permitted for that specific purpose. For a small number of students with particular health and wellbeing needs, an exception to the policy may also be granted.

This policy will remove a major distraction from our classrooms, so that teachers can teach, and students can learn in a more focused, positive and supported environment.

Policy

From Term 3 2020, students who choose to bring mobile phones to school must have them switched off and securely stored in the boxes in class. Any students refusing to store phones, will not be permitted into the classroom until the phone has been stored. Phones that appear throughout the lesson will be sent to the office until the end of the day.

Exceptions

Exceptions to the policy:

- May be applied during school hours if certain conditions are met
- Can be granted by the principal, or by the teacher, in accordance with this policy and the school's local policy on mobile phones
- Must be documented, noting that, to avoid administrative burden on schools, this requirement can be met by including exceptions in documents that schools already regularly develop/use (see table below for suggested ways to document)
- Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

There are three categories of exceptions:

1. Learning-related exceptions	
Specific exception	Suggested documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability and/or learning difficulty	Individual Learning Plan, Individual Education Plan
2. Health and wellbeing-related exceptions	
Specific exception	Suggested documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite	
Specific exception	Suggested documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Exclusions

In the following circumstances, the new mobile phone policy does not apply:

Description	Rationale
Travelling to and from school	Policy is not applicable when travel falls outside of school hours
Wearable devices, including headphones	All notifications must be switched off
iPads and all other personal devices	All notifications must be switched off
Students undertaking workplace learning activities e.g. work experience	The policy is not applicable for students on work experience. Instead, students are expected to comply with a workplace's policies
Students who are undertaking VET	The policy is not applicable for students undertaking VET offsite (as opposed to on school grounds). Instead, students are expected to comply with a TAFE or registered training organisation's policies

Secure storage

Mobile phones owned by students are brought to schools at the owner's risk.

Enforcement

As part of the BUSY Schools Code of Behaviour, students have a responsibility to 'Be a learner', and we have a zero tolerance policy on mobile phone usage during learning time. Any student without exemption who is found using their phone/wearable devices in teaching and learning time will have the phone or device confiscated and returned at the end of the day. Repeated violations of this policy may result in suspensions and/or cancellations of enrolments