



Personal Technology Devices Policy

Sandgate District State High School is committed to reducing the distraction of Personal Technology Devices (PTD's) to provide optimal learning environments for all students.

In this policy, Personal Technology Devices (PTDs) refers to all mobile phones, wearable devices, such as earphones, smart watches, Meta glasses, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet. This excludes BYOx and school issued laptop computers. Use of BYOx or school issued laptops are subject to the conditions set out in the relevant Laptop Charter.

Personal Technology Devices are not permitted to be used by students at Sandgate District State High School.

Mobile phones and other portable electronic devices are an integral component of today's society. In the school context however, these devices may:

- Be a disruption to the teaching and learning process,
- Infringe upon the privacy of others when misused,
- Impact on students' ability to communicate and interact with their peers and teachers.
- Encourage anti-social behaviours
- Be used to access internet content to bypass the safety and security measures in place through the ICT agreement signed upon enrolment.

Implementation

The consultation of this policy was undertaken in 2022 and engaged students across all year levels, staff and parents/carers.

The policy includes:

1. Defining the time students must have their phones off and out of sight between 8:30am to 2:55 pm
2. Changes to the consequences for each breach of the policy
3. Mandatory reporting of each infringement to parents/carers so they are aware of the incident, the consequence and at what level the student is at
4. The school has also implemented a no phone use policy for students across all curriculum areas to eliminate any confusion for staff, students and relief teachers
5. Explicit expectations for students who use wireless headphones. These may only be used in classrooms with teacher instruction and must only be connected to a student's laptop.
6. Students are not permitted to use mobile phones or wearable devices to make payments at the tuckshop.

All Queensland State School Students (except those with approved exemptions) are to keep Personal Technology Devices switched off and away for the day and/or disable notifications on wearable devices during school hours.



Bringing mobile phones and wearable devices to school

Students are permitted to bring mobile phones and wearable devices to school to:

- Support safe travel to and from school
- Make contact with parents, friends and part-time employers outside of the school day, and
- Be contacted about their own child or person under their care.

While students may bring devices to school, they are not to be used during the school day without prior approval from the Principal (or delegate). Mobile phones brought to school must:

- Be switched off and securely stored with the student from 8:30am to 2:55pm. Devices must not be visible or audible during the school day.
- Not to be used to hotspot a device to their mobile phone data as this is a breach of the ICT Agreement
- Not to be used to make direct contact with parent/carer during the day. Contact should be made from the school office with permission from a staff member. Should a student choose to use their phone to contact parents/carers between 8:30am and 2:55pm, this will be considered a breach of this policy.

Students will ensure that devices/phones are not visible or used in any way, at any time during the school day. The school accepts no responsibility for loss/damage of valuable items and will not invest time in investigating the loss or theft of such items. Like all valuables brought to school, the onus is on the student/parent to ensure that they are kept secure. Phones/devices may be stored in students' school bags or lockers.

Headphones and Earbuds

Headphones and earbuds are not required in classrooms unless curriculum requires that students listen to individually to subject specific content located on computers. Where students are required (and permitted by a teacher) to listen to content using headphones, they may use their own or alternatively the school will supply these. Students are not permitted to wear headphones or earbuds at any other time or have them visible, including when representing the school in their uniform. Students are discouraged from using headphones and earbuds when travelling to and from school as students can lose situational awareness and may place themselves and others in dangerous situations.

Students with an approved exemption must only use their wearable device (noise cancelling headphones, earbuds) according to their support provision card. Please see 'Special Circumstances Arrangement' in this policy for more information.



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 privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Sandgate District State High School. Students using PTDs to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting, or pranks etc) to disseminate to others (including distribution via telecommunication devices or the internet or social media) build a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (eg 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 person who uses a PTD to record private conversations, ordinary school activities or violent, illegal 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 PTDs 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 bullying, including racial or sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Use of a PTD during school time or when on school grounds for the purpose of engaging in misbehaviour will attract additional consequences. Below are some examples of behaviour that would attract additional consequences:

- Recording events or conversations, either in or out of class, with or without consent
- Disseminating material by uploading, forwarding, sharing or otherwise giving access to other students or members of the public
- Knowingly being the subject of a recording
- Taking a PTD into an examination

Breach of this policy may be subject to disciplinary action (including suspension and proposal 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 the QPS.

Assumption of cheating

PTDs may not be taken into or used by students at exams or during class assessment. 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 PTD 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 with an approved exemption must only use their mobile phone/wearable device for the intended, approved purpose.

Individual Circumstances

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

Consideration of individual circumstances will be given to students who require temporary or ongoing exemptions to the school's local implementation approach, including where:

- The mobile phone or wearable device is used by the student to monitor or manage a medical condition. For example: Type 1 Diabetic requirement to monitor glucose level
- The mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- Students are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

The Principal or Year Level Deputy Principal will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, the Principal or Year Level Deputy Principal may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

Approved exemptions, including details of how and when a student may access their mobile phone or wearable device, will be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff. Students will be issued with an exemption card that can be produced for staff on request.



Consequences

Expectations with regard to this policy will be clearly articulated to students. Should a student be found with a visible or audible mobile phone, wearable device or other personal electronic device between 8:30am and 2:55pm the possible consequences include:

In all offences, the student will surrender their device to the office to be collected after 2:55pm AND parent/carer will be emailed after each offence, informing of the process and what number offence their student is currently on:

- First offence – Surrendering device is the consequence
- Second offence – Administration Detention x 1
- Third offence – Administration Detentions x 2
- Forth offence – Possible Suspension from school x 3 Days
- Fifth offence – Possible Suspension from school x 3 Days and student to lose privilege of bringing a phone to school for a duration of time set by the Principal.
- Subsequent offences – categorised as a major behaviour incident as the student who has breached the policy five times has now brought a banned item into the school. Consequences will vary based on the student's behaviour record and will result in a more serious consequence in in line with the school's Student Code of Conduct.

The policy has allowed for additional steps for students to learn the expected behaviour prior to a suspension (school disciplinary absence). The enables parents/carers to assist in the process as they will be contacted by email for each offence and the current consequence and possible future consequences will be articulated.

It is important to understand that suspensions are considered serious consequences and only the school Principal has the delegation to apply such a consequence. A Deputy Principal has the Principal's authority to communicate the suspension with the student, parent/carer but is not the decision maker. A suspension related to a mobile phone breach is not about the phone, and only about the repeated breach of a school policy.

In circumstances where a PTD is required for student use outside of school hours and outside of school grounds, students must check their device in at the office for safekeeping upon arrival at school for collection after school. This process also allows students to ensure that their PTD is kept safe throughout the course of the day.

PTDs may not be used at break times or before or after school. Students who need to contact parents or guardians must see a Deputy Principal or present themselves to the student counter in order to contact home.

Students with a PTD that is visible or audible, both in the classroom or playground, will be directed to immediately hand the device in at the office. Students will be able to collect the item at the end of the school day. A consequence will be issued. Repeated failure to comply with the requirements of the Personal Technology Devices Policy, is listed as a major misbehaviour and as such more serious consequences, including suspension are applicable.



Refusal by a student to follow an instruction to hand in their PTD will constitute blatant non-compliance which is a major misbehaviour attracting serious consequences, including suspension.

USB storage devices are permitted as they are not able to connect to the internet or telecommunications network without another device. The content of any USB device must comply with the conditions of the school ICT Access agreement, particularly with respect to games, inappropriate images/sounds and music files unrelated to class work.

This policy applies to students while they are on the grounds of Sandgate District State High School and while off site participating in school activities such as school sport, camps and excursions.

Other information relevant to this policy:

- The student's offence count will reset on the 1 January each year
- Students who fail to attend Administration Detentions with sufficient notice to their Year Level Deputy Principal will have the detentions doubled, as per Administration Detention Policy. Once the number of Administration Detentions reaches an unacceptable level, the student may be faced with a suspension for Repeated non-compliance, as listed in our Student Code of Conduct
- A student who refuses a staff member's instruction to surrender their device to the office will incur an additional incident referral to Year Level Deputy Principal which will result in a suspension – disobedience and failure to comply with staff instruction
- A student who misleads / lies to a staff member to avoid following the school policy to surrender their device to the office will incur an additional incident referral to Year Level Deputy Principal which will result in a suspension – misbehaviour and failure to comply with staff instruction