

Mobile Phone and other Electronic Device Policy

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. The benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Maroochydore State High School has determined that:

- mobile phones and other electronic devices are not to be used or sighted on school grounds during school hours, and
- the use of smart watches and other devices which may be used for video and image capture.

This policy excludes:

- computer devices that are used for learning
- the use of electronic devices used for approved school activities with written permission from the principal
- when electronic devices are required to be used for payment i.e. through the school cashier or in the canteen
- approved medical devices
- e-readers in the library.

The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

Students, parents and visitors will see posters, such as the example beside, around the school that clearly identify our technology-free zones and times. Please respect the community agreed expectation for these spaces and behaviour.

If a parent needs to contact their child during school hours, this must be done through the school office. Should a student need to go home due to illness or any other reason during the school day, it is the school's responsibility to contact parents to coordinate and organise arrangements.



Policy Guidelines – Mobile Phones

It is unacceptable for students at Maroochydore State High School to use mobile devices. Once students enter the school grounds, mobile phones and other electronic devices must be switched off and put away.

The following rules apply.

It is unacceptable to use mobile phones:

- in an unlawful manner
- to take photographs or film other individuals.
- to send harassing or threatening text messages or inappropriate images to other individuals.
- as a camera to take photos/videos inappropriately, such as in change rooms or toilets.
- for cyber-bullying or to capture or distribute inappropriate material.
- to have or share illegal material, or evidence of illegal activity. Students will be required to remove any material deemed to be offensive from any device, website, or social network.

Policy Guidelines – Other Electronic Devices

It is unacceptable for students at Maroochydore State High School to use other electronic devices, including school approved laptops, to:

- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- access social media, personal emails and internet chat
- send chain letters or spam email
- knowingly download viruses or any other programs capable of breaching the department's network security
- invade someone's privacy by recording personal conversations or daily activities and/or further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

Consequences for incorrect use of mobile phones and other electronic devices.

Unauthorised use of mobile phone/ electronic device	Possible Consequence
1 st Offence	<ul style="list-style-type: none">• Phone/device sent to the office. Office records incident• Student provided with electronic device slip to take back to class and to hand in at the end of the day to collect device from the office.• Teacher enters the offence on One School as IT Misconduct• Extra learning opportunity (ELO) with teacher.
2 nd Offence	<ul style="list-style-type: none">• Phone/device sent to the office. Office records incident• Teacher enters the offence on One School as IT Misconduct with referral• Teacher contacts Parent/Guardian• Student arranges ELO with DoS or HOD to discuss device policy and organise collection of device from the office.
3 rd Offence	<ul style="list-style-type: none">• Phone/device sent to the office. Office records incident• Parent/Guardian contacted and meeting is arranged with DoS/DP and student where device will be returned to parent/guardian.
4 th Offence	<ul style="list-style-type: none">• Phone/device sent to the office. Office records incident• In consultation with the Principal (or Officer in Charge) consequences will be applied.

Refusal to hand in the phone/electronic device will result in a consequence for failure to follow a reasonable instruction and will be dealt with through the school's behaviour policy.

When the school has become aware that any device has been used for cyber-bullying or to capture or distribute inappropriate material, appropriate action will be taken in accordance with the school's anti-bullying and behaviour management policies. Students will be required to remove any material deemed to be offensive from any device, website, or social network. Failure to comply with such requests will result in serious disciplinary action. Devices believed to contain illegal material or evidence of illegal material or evidence of illegal activity will be confiscated and handed to the police where appropriate.

Disclaimer

If a student brings a device into the school grounds, it is entirely at the owner's risk. The school cannot accept any responsibility for the theft, loss, damage, or health effects from the possession of mobile phones on school property. Parents and students should consider whether their mobile phones and electronic devices are insured as personal property, as they are not insured by the school or Education Queensland.

The policies and procedures of Maroochydore State High School may be subject to change throughout the school year. Any changes will be notified to parents and carers through the school Newsletter, school Facebook page, and will also be updated on the school website. Students will be advised through the daily notices and also through email and school assemblies.