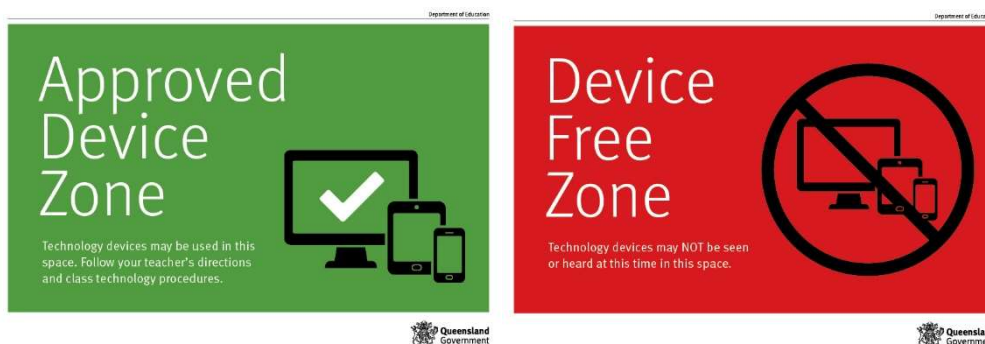


Use of mobile phones and other devices by students

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.

In consultation with the broader school community, Charleville State High School 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, school staff and students.

It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities. Students, parents and visitors will see posters, such as the example below, around the school that clearly identify our technology-free zones and times. Please respect the community agreed expectations for these spaces and behaviours.



Mobile Phone & Electronic Devices Policy - Summary

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

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

Students (Year 10 to 12) are allowed to carry a mobile telephone and other personal technology devices based on the conditions of use below. In case of an emergency, if a parent needs to contact their child during school time this must be done through the front office. Should a student need to go home because of an illness or any other reason during school hours, the school will contact parents to coordinate arrangements. **Year 7, 8 and 9 students are not to bring their phone to school.**

- **Mobile telephones must be switched off during school hours.** If they ring during school hours, are visible or cause any disruption to the school day by any other use, teachers are instructed to direct the student to the office for the phone or device to be handed in, parent contacted and to be collected by parent. Refusal to attend the office or hand over the phone/device will result in a consequence for wilful disobedience.
- Mobile phones are not to be used to send harassing or threatening text messages or inappropriate images to other individuals. Action will be taken against students who use their mobile as a means to harass other students.

- Mobile phones/devices are not to be used to take photographs or film of other individuals without their consent.

Confiscation

If students' use of mobile phones/devices is in breach of the above rules the following consequences will apply:

Incorrect Use	Possible Consequences
Harassing, threatening text messages / inappropriate images / harassing calls	Phone lodged at office and parent/guardian contacted. Alternative to suspension program. Suspension (1-10 or 11-20 days)
Taking photos, filming or circulating photos or video without consent	Phone lodged at office and parent/guardian contacted. Alternative to suspension program. Suspension (1-10 or 11-20 days)
Use of another person's phone without consent	Parent/guardian contacted. Alternative to suspension program. Suspension (1-10 or 11-20 days)
Use of phone in an exam room	Phone lodged at office and parent/guardian contacted. Possible cancellation of exam paper.

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.

Responsibilities

The responsibilities for students using mobile phones or other devices at school or during school activities, are outlined below.

With staff approval, it is **acceptable** for students at Charleville State High School to:

- use mobile phones or other devices for
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place the mobile device out of sight during classes, before and after school, and during lunch breaks unless the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a mobile device under special circumstances.

It is **unacceptable** for students at Charleville State High School to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone in technology-free designated spaces or times
- 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
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere in the school grounds
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Charleville State High School Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - the school 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 a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, 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.