



# ELECTRONIC DEVICES POLICY

## USE OF ELECTRONIC MEDIA

Mobile phones\* and accessories (eg, headphones) cannot be used during class time unless a teacher has given permission for educational purposes. Under these conditions the phone:

- must be switched to silent
- cannot be used as a communication device unless communicating with a teacher via a school approved email or app when directed to do so by the teacher
- cannot be used to record images or video of other people
- cannot be charged at school
- cannot be used for listening to music or gaming (unless directed by the teacher for educational purposes)

Students are allowed to use phones at lunch times under the following conditions:

- cannot be used to record images or video of other people
- cannot be charged at school
- cannot be used as a communication device unless communicating with a teacher via a school approved email or app when directed to do so by the teacher

In urgent circumstances students can ask permission to contact parents/carers and use the phone in the administration foyer. Every attempt will be made to contact students should parents/carers need to get an **urgent** message to students.

Students that breach the policy will have their phone confiscated for the remainder of the school day. For repeated breaches of the policy, students will be dealt with through level 4 or 5 behavior consequences listed in our Responsible Behaviour Plan. Electronic devices such as mobile phones and iPods can be expensive. The school does not accept responsibility for loss or theft of such items. \*or other electronic devices which capture images/text/recordings

## TRANSMISSION OF IMAGES/SOUND

Malicious acts towards students or staff AND/OR acts of publication of material, that brings the school into disrepute in the wider community and/or potentially or actually brings discredit to the school or public schools generally:

This includes attempts either directly or indirectly to defame or denigrate by words, actions or images. Includes – use of electronic media such as mobile phones, to transmit video or sound recordings; posting of offensive material to internet sites whether for limited or general access by others this is considered by community or legal standards to be offensive or defamatory. Acts of publication of material, that brings the school into disrepute in the wider community and/or potentially or actually brings discredit to the school or public schools generally – this includes publication of or participating in acts of nuisance, acts of violence, drug use or other anti-social behaviours in which those involved are identified as students of Marsden SHS and where a connection to the school can be determined. Examples are, but not limited to where students have – participated in such acts; inciting others to act in a manner that discredits the school in the wider community; recorded sound or video of such behaviour on any device and/or posted sound or video footage of such behaviour to any website or media for the purpose of public broadcast. ALL such issues will be managed at Level 5 behaviour consequences.

## EDUCATION QUEENLAND POLICY - MOBILES

### SCM-PR-003: Appropriate use of mobile telephones and other electronic equipment by students

Schools can make reasonable rules about the acceptable or appropriate use of mobile telephones (and other electronic equipment) at school.

### Relevant legislation and policy

#### Legislation and/or regulations

[Education \(General Provisions\) Act 2006 \(Qld\)](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf) Chapter 12 Parts 4  
[Invasion of Privacy Act 1971 \(Qld\)](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InvasOfPrivA71.pdf) Part 4

### Substantive policy

## [The Code of School Behaviour](#)

<http://education.qld.gov.au/publication/production/reports/pdfs/code-school-behaviour-a4.pdf>

### **Related procedures**

[ICT-PR-004: Using the Department's Corporate ICT Network](#)

[/strategic/eppr/ict/ictpr004/](#)

[SMS-PR-021: Safe, Supportive and a Disciplined School Environment](#)

[/strategic/eppr/students/smspr021/](#)

[SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools](#)

[/strategic/eppr/students/smspr027/](#)

### **Statement of intent**

In making reasonable rules about what students can and cannot bring to school, schools can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students. The use of mobile phones and other electronic equipment (including those with Bluetooth functionality) by students at school, if unmonitored, can become disruptive.

Mobile phones and electronic devices, particularly those with the capacity to record images/footage can be appropriately incorporated into the learning program. However, except in times of genuine emergency or if the use is a sanctioned part of the educational program, mobile phone and other personal electronic devices (including those with Bluetooth functionality) should be restricted. This includes but is not limited to, games devices (e.g. PSPs, Gameboys) laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile phones, iPods and devices of a similar nature.

When Principals become aware that these devices have been used to capture and distribute images of violence, malice, etc. and the images have been uploaded to a website, where possible, appropriate disciplinary action should be undertaken in accordance with the school's disciplinary policy. Additionally, steps should be taken to seek removal of the material from the website. Where footage or images have been distributed electronically, via Bluetooth functionality or in hard copy, school Principals, once aware and where possible, should seek to stop distribution.

Mobile phones and other electronic equipment are used at their owners' risk. No liability will be accepted by the school or college in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.

### **Responsibilities**

#### **Regional Executive Directors:**

- provide direction and resolution to emergency incidents raised by Principals or their delegate
- seek advice from Information Management Services Branch and the Legal and Administrative Law Branch on the removal of inappropriate images/footage from websites where contact details are not explicitly available.

#### **Executive Director, Information Management Services Branch:**

- provide advice and guidance on information security risks and recommends mitigation strategies.


#### **Director, Legal and Administrative Law Branch:**

- provide legal advice regarding the removal of inappropriate images/footage from websites.



#### **Director, Internal Audit:**

- Undertake investigations of matters relating to staff or student misconduct and those matters involving threats or incidents that are life threatening in nature (including threats made or incidents occurring via website content).

#### **Principals:**

- develop or incorporate into existing school policy, a mobile phone and electronic equipment policy (for example, an Acceptable Use Policy - Refer to [Guideline for Information Required in the school's Acceptable Use Policy](#) ).  
**Note:** The [Australian Mobile Telecommunications Association](#)  has published materials which may be of use to schools including a template which can assist in creating an Acceptable Use Policy: Copies of the document are available on request from the AMTA secretariat. Phone: 02 6239 6555, or email: [ann.wellsmore@amta.org.au](mailto:ann.wellsmore@amta.org.au).
- ensure the 'Acceptable Use Policy' is incorporated into the school's enrolment agreement, as per [SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools](#)
- in consultation with the school community, incorporate the appropriate use of mobile phones and electronic equipment when developing the school's Responsible Behaviour Plan for Students. Consider strategies for facilitating responsible behaviour and consequences for inappropriate behaviour in particular the prevention of bullying.
- ensure that appropriate support and/or disciplinary action, as outlined in the school's Responsible Behaviour Plan for Students, are implemented

for any student who is found to be using a mobile phone or electronic devices (including those with Bluetooth functionality) to cheat during exams or assessments

- clearly and regularly advise students, parents and guardians of the school's expectations with regard to the use of these devices at school, during school related activities and while students are representing the school (e.g. wearing school uniform to and from school)
- ensure that appropriate support and action is taken against any student who photographs or films other individuals and distributes (e.g. via MMS, Bluetooth) or uploads these images to websites, or who sends harassing or threatening messages, as outlined in the school's Responsible Behaviour Plan for Students
- report any incident that breaches the departmental policy, [IFM-PR-006: Maintaining the Security of Department Information and Systems](#), for example, students using the Department's corporate ICT network to distribute inappropriate images/footage and accessing the network via Bluetooth technology, which is prohibited
- take the following actions to remove and report the uploading of inappropriate images/footage, to websites, particularly where school staff and students are involved or if the school is in some way implicated
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- (Refer to [Removing Online Content Advice](#)  89k ):
  1. in emergency situations (e.g. life threatening), the Principal or their delegate should report the incident to the Regional Executive Director for immediate resolution.
  2. immediately request removal of the images/footage through the website in question, where possible. Alternatively, coordinate the removal with those directly involved (e.g. YouTube - provides contact details through its [Abuse and Policy Centre](#) , for those directly involved to request removal).
  3. where websites do not provide direct contact details, seek advice on removal options through the MIS Filtering Service, ph: 1800 680 445 or the Regional Technology Manager
  4. request the MIS Administrator to immediately 'block' the website at the school level and seek departmental 'blocking' of the website in question through the MIS Filtering Service
  5. where sites have an existing 'block' in place, and access to the site is required for investigation purposes, request the MIS Administrator to 'unblock' the website through the MIS Filtering Service
  6. report any incident involving staff or student misconduct and those matters involving threats or incidents that are life threatening in nature (including threats made via website content), to Internal Audit, via email: [is.auditops@deta.qld.gov.au](mailto:is.auditops@deta.qld.gov.au) or ph: 3237 0685.

#### Teachers:

- ensure behaviour requirements are adhered to by students when using mobile phones or other electronic equipment to enhance purposeful and planned learning activities.

#### Manager - Information Security:

- provide advice and guidance on information security risks and recommends mitigation strategies.

#### Managed Internet Services (MIS) Administrators:

- if required for the purposes of investigation, action the Principal's request to temporarily 'unblock' websites containing or suspected of containing inappropriate images/footage of school staff, students or where the school is implicated in some way
- action the Principal's request to 'block' readily accessible websites containing or suspected of containing inappropriate images/footage of school staff, students or where the school is implicated in some way.

#### Students:

- ensure mobile phones or other items of value are always stored in a safe and secure place
- ensure adherence to the school's 'Acceptable Use Policy' and do not use mobile phones or other electronic equipment (including those with Bluetooth functionality) in an inappropriate manner
- report any suspected inappropriate behaviour to the supervising teacher or Principal.