



## RATIONALE

This policy has been developed to:

- support students to develop safe, responsible and respectful mobile phone practices;
- reduce the impact that inappropriate phone usage has on class learning, the development of resilience as well as administration and teaching time; and
- support students to manage their relationship with technology and develop long term healthy lifestyle habits; including developing the capacity to engage in developmentally appropriate and healthy activities during school lunch breaks that do not involve technology.

## SCOPE

Personal Electronic Devices include, but are not limited to, mobile hand-held devices, mobile telephones, smart watches, ipods and music players.

In this policy, they are collectively referred to as 'mobile phones'.

## STUDENT RESPONSIBILITIES

### *All Students (Year 7 - Year 12)*

- At all times, students must follow the ICT Acceptable Use Policy;
- Students may own and use a mobile phone outside school hours while parent/carer(s) monitor its responsible use;
- Students may use mobile phones on the journey to and from school and are encouraged to use them responsibly;
- Students are encouraged to leave mobile phones at home;
- Students who bring a phone to school must switch it off and either hand it in at Student Services for safe keeping to be collected at the end of the day, or store it in their school bag;
- Students may access their mobile phones before 8:40am and after 3:00pm every school day. All other times are *mobile phone free*.
- Electronic devices cannot be taken into formal assessment situations;
- Use of electronic devices on excursions, camps and extended trips will be specified for the particular activity.

### *Students in Year 11 and 12 (Seniors)*

The policy recognises that older students may have a range of responsibilities. As they transition towards adulthood they are more likely to be working, managing complex arrangements, and using a range of learning tools independently. Therefore they:

- may use a mobile phone in learning, for a specific task, for a specific time under teacher supervision at the explicit direction of a teacher. The device should not be accessed for recreational use (music, social media, etc). Photos, videos or audio recordings are to be taken only with permission of all parties and with the agreement of the presiding teacher.
- access their mobile phones at lunchtime on the top floor of R Block only. Students in Year 12 may also access their mobile phones at lunchtime in the Memorial. The 'white tables' by the canteen are *mobile phone free* as are all other areas of the school from 8:40am-3pm daily.
- use mobile phones appropriately in designated zones and maintain these areas in excellent condition.
- model the storage requirement and actively support the *mobile phone free* learning environment in class and all other playground areas and times including flexible study time.

## PARENT/CARER RESPONSIBILITIES

### *Inappropriate use of mobile phones outside this policy*

- Parents/carers accept responsibility for supervision and development of responsible use of mobile phones by their children.
- Resources are available to parents/carers and students should they encounter issues with mobile phones.

### *Communication*

- Parents/carers should support the policy by sending messages to mobile phones outside the *mobile phone free* period.
- For non-urgent issues, parents/carers send their child an email to the school email account.
- The school communicates via text message to parents/carers should there be an emergency requiring evacuation or lock down.
- Parents/carers can expect to be contacted should their child require serious medical attention.
- Parents/carers contact student services in the case of an emergency requiring that a student be notified.



## STAFF RESPONSIBILITIES

All staff at Cairns State High School:

- model the appropriate use of mobile phones at school;
- use mobile phones to fulfil duties e.g. notify emergency services, report safety issues to administration, manage class rolls, notify parents – particularly when not able to access their laptop devices.
- monitor the mobile phone free zones and times consistently;
- employ class routines to assist achieve an interruption free environment e.g. designating space in the classrooms for students to place their bags;
- provide explicit instruction about the use of mobile phones in a senior learning context when applicable;
- abide by the Code of Conduct with regard to social media and mobile phone use.

## INDIVIDUAL EXEMPTIONS

Individual students with documented and verified needs will work with the relevant Deputy Principal, the Head of the Centre for Diverse Learners or the Guidance Officer to consider the specific needs of the individual student, develop and enact a plan.

## SECURITY

Cairns State High School cannot take responsibility for the loss, damage or theft of any electronic device that is brought to school.

## CONSEQUENCES OF MISUSE

- Students who misuse devices according to this policy will be subject to the Responsible Behaviour and Wellbeing plan;
- Staff have the right to confiscate as delegated by the Principal or instruct a student to hand in the device to Student Services.
- Refusal by students to co-operate will result in a referral to Administration and may result in suspension from school.
- Parents or caregivers are normally required to collect the device from the office unless there are extenuating circumstances which, are determined by the Deputy Principal.
- Serious or repeated misuse will be treated as wilful or persistent disobedience and could lead to suspension from school.
- All personal technology devices must be used at all times within the law.
- Breaches of the law may be referred to the police.

*Last reviewed 26/11/2019*

*C Zilm*

*Executive Principal*

## RESOURCES

*e-safety commissioner*

<https://www.esafety.gov.au/>

*Advice for parents/carers*

<https://raisingchildren.net.au/teens/entertainment-technology>

*Bullying No Way!*

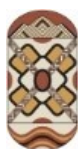
<https://bullyingnoway.gov.au/>

*Kids Helpline*

<https://kidshelpline.com.au/teens/issues/bullying>

*Support and Resources at Cairns State High School*

<https://cairnsshs.eq.edu.au/support-and-resources>



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