



Dalby State High School Electronic Device Policy (E.D.P.) Effective 2024



(Devices covered by this policy include mobile phones, iPods, MP3 players, headphones (wireless or wired), iPads, tablets, laptops, video game devices, smart watches with network capability and any other electronic device as determined by the Principal)

Dalby State High School has established the following policy for electronic devices that provides teachers, students and parents / guardians guidelines and instructions for the appropriate management of electronic devices when at school.

The policy reflects the importance the school places on students demonstrating the school expectations of Respect, Safety and Learning. In line with these expectations, the school will ensure student learning and well-being are not compromised by the inappropriate use of electronic devices.

Classroom Use

- Electronic devices may be accessed by students in classrooms for a specific and agreed educational purpose when explicitly written into the teacher's lesson plan and approved by the relevant Curriculum Head of Department.
- In these instances, devices will be used at the direction of the teacher. No electronic devices can be accessed during exams or for assessment, unless expressly permitted by the Head of Department.
- It is anticipated that teacher directed curriculum activities that require access to an electronic device will be rare.
- Students are free to use a personal laptop that is included in the school's BYOX program; or a school owned electronic device during class time at the discretion of the classroom teacher. Students can use a personal laptop, iPad or tablet as a classroom aid, word processing device but these must not be connected to any network.
- The same conditions for classroom use apply for school excursions and other curriculum activities that involve leaving the school.

Playground Use

- Playground use refers to access to electronic devices before school (once a student arrives at school in the morning) and during the three designated breaks during the school day.
- Students are free to use a personal laptop that is included in the school's BYOX program during these times, provided they are situated in the school Library. If the library is not available, an alternate location is to be negotiated with a Head of Year and/or Head of Department.
- No other access to electronic devices is permitted.
- Students are free to access electronic devices at 3.05pm each day, giving them the opportunity to receive messages that may have been left for them during the school day. Electronic devices are not be accessed during after-school detentions.

Off Campus activities

- This document also applies to student attendance at school activities, such as representative school sport, excursions and camps. Exemptions or special considerations (where applicable) will be included in the excursion planner.
- Students participating in activities, such as off-site Vocational Education and Training or work replacements must follow the expectations of the organisation in charge regarding the use of mobile devices.

Misuse of Electronic Devices

Students who breach this policy in '**Classroom Use**' (above) through accessing a device will be managed as follows:

- Students will be directed by staff to report to the school office (student window) where their device will be confiscated. Students will be issued with a receipt. A parent / guardian will be required to collect the device.
- If a student has a device confiscated for a second time in a given week, they will be referred by office staff (student window) to the relevant Head of Year for either after-school detention/s or suspension from school as per the Student Code of Conduct.
- If a student refuses to hand in their device to the school office (student window) then they will automatically receive after-school detention/s or a suspension from school as per the Student Code of Conduct.
- Students who persistently fail to follow the E.D.P will be referred to Heads of Year for follow up. This follow up may include after-school detentions or suspensions from school as per the Student Code of Conduct.

Students who breach this policy in **'Playground Use'** (above) through accessing a device will be managed as follows:

- Students will be directed by staff to report to the school office (student window) where their device will be confiscated for the remainder of the day.
- If a student refuses to hand in their device to the school office (student window) they will be referred by office staff (student window) to the relevant Head of Year for either after-school detention/s or suspension from school as per the Student Code of Conduct.
- Students will be issued with a receipt when they hand their device in to the school office (student window). Students will also use their receipt to claim their device at the end of the school day.
- If a student has a device confiscated for a second time in a given week, a parent / guardian will be required to collect it. Parent / guardian will be contacted via text message to collect the electronic device.
- Students who persistently fail to follow the E.D.P will be referred to the relevant Head of Year for follow up. This follow up may include suspensions from school as per the Student Code of Conduct.

Consequences will be proportionate and equitable and take into consideration the individual circumstances of each student. Students may be enrolled in an eSmart program to complete a Digital Licence or similar course.

Students who breach this policy can also be subject to additional intervention and consequences under the Student Code of Conduct:

- Students must not take photographs, videos or sound recordings of other students and / or staff without their consent.
- Students must not make / send harassing or threatening calls / messages with their electronic devices. Victims of abusive, threatening, bullying messaging, or inappropriate video / photo imaging will be advised to make a complaint to the Queensland Police.
- Students must not place images / words on the internet which have a negative impact on the good standing of the school or its staff and students.
- Students must not damage school owned electronic devices. There will be significant consequences if this occurs. This may include suspensions from school as per the Student Code of Conduct.

When managing inappropriate online behaviours or reputation management incidents, the primary concern must be the safety and wellbeing of the students and/or staff members involved.

Other Key Information

- Students may hand their electronic device into the Student Window, or the Trade Training Centre (bus students only) for safe keeping on arrival to school and then collect it again at the completion of the school day. Students will be issued with a receipt when they hand their device in to the Student Window or Trade Training Centre. Students will also use their receipt to claim their device at the end of the school day.
- Students **may** use an electronic device to make an EFTPOS payment at the Tuckshop within the assigned payment zone. Payments can also be made in the Resource Centre using their electronic device.
- Parents / guardians / students who have documentary support from the student's primary health care professional are able to apply for a **Medical Variation** to this policy (see Medical Variation document). This variation will provide students with a formalised **Medical Variation Plan** which outlines the conditions under which they can access an electronic device during the school day (see Medical Variation Plan document). This access will be unique to each student and will at no stage be 'free access' to an electronic device. Parents / guardians / students wishing to use this process should communicate with the Principal through the school office.
- A student's Medical Variation Exemption will be documented in the student's One School Support Provisions tab by the Student Services Administration Officer. This information will also be provided in the supervision summary folder for Relief Teachers.
- Parents / guardians are able to leave messages for their students on their electronic devices during the school day, but need to be aware that these will not be accessed until 3.05 pm. Critical and / or emergency messages can be phoned through the school office on 07 4669 0900 and these will be passed on to students.
- At no point is the Principal or any school staff permitted to unlock an electronic device or to read, copy or delete messages stored on the device, without the consent of a parent / guardian.

Liability

- Electronic devices are brought to school at their owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any device. When they are at the Student Window or the Trade Training Centre (bus students only) through voluntary handing in or at the school office through confiscation, the school takes responsibility for any loss, theft or damage.

(This policy has been developed in accordance with Department of Education School Management Policies and Procedures: *Student Code of Conduct*, *Student Discipline* and *Temporary Removal of Student Property by School Staff*, <https://intranet.qed.qld.gov.au/EducationDelivery/educationandict/Pages/student-use-of-mobile-devices.aspx>)