

# Switch Off to Switch On

## Personal Digital Device Policy



All Redlands State Schools will have a joint approach for personal digital devices (eg mobile phones, tablets and smart watches) to combat the problems associated with inappropriate behaviour on digital platforms – stalking, bullying, sexual harassment, the sending of inappropriate text messages, emails, calls and photo distribution.

### The policy has been enacted because:

- the school's duty of care to all students is compromised by unregulated use of personal digital devices.
- the use of personal digital device cameras/video invade students' and staff members' right to privacy
- inappropriate internet sites cannot be blocked by the school on personal digital devices using cellular networks.
- students and staff have a right not to have their image recorded or viewed by other people.

Personal Digital Devices are to be turned off and out of sight whilst on school premises. As outlined in the BYO device (BYOD) Policy, iPads are permitted to be used during school time with the permission of the classroom teacher and for educational purposes only.

If a parent needs to contact their child during school hours, they must do so through the school office. Should a student need to go home because of illness or any other reason during school hours, it is the school's responsibility to contact parents to coordinate arrangements.

For digital devices and technology use at school:

Everyday Everywhere	<ul style="list-style-type: none"> <li>• no use of social media or messaging</li> <li>• no use of hotspots or VPNs</li> <li>• no headphones</li> </ul>
In the playground	<ul style="list-style-type: none"> <li>• no personal digital devices visible at any time until 2:40pm</li> </ul>
In classrooms	<ul style="list-style-type: none"> <li>• no personal digital devices visible (except BYODs)</li> <li>• BYODs used at the discretion of the teacher – educational purposes only</li> <li>• all device usage will be monitored</li> </ul>
In the Library – during break time	<ul style="list-style-type: none"> <li>• no personal devices visible (except BYODs)</li> <li>• BYODs used for educational / recreational purposes only when supervised by staff</li> </ul>

For the purpose of this policy, personal digital devices include but are not limited to:

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| <ul style="list-style-type: none"> <li>• mobile phones</li> <li>• tablets</li> <li>• iPods/MP3 players/ media players</li> <li>• smart Watches</li> <li>• fitness trackers</li> </ul> | <ul style="list-style-type: none"> <li>• earphones</li> <li>• gaming devices</li> <li>• cameras and/or voice recording devices</li> <li>• iPads (refer to BYOD Policy)</li> <li>• laptops (refer to BYOD Policy)</li> </ul> |
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Allowable personal technology devices used contrary to this policy on school premises will be confiscated by school staff.

	Offence	Consequence
First offence	Device is visible on campus (except BYO Laptop/ iPad)	<ul style="list-style-type: none"> <li>• Device confiscated – collection to be arranged with caregiver</li> </ul>
Second and subsequent offences	Device is visible on campus (except BYO Laptop/ iPad)	<ul style="list-style-type: none"> <li>• Device confiscated – collection to be arranged with caregiver</li> <li>• Suspension</li> </ul>

Refusal to relinquish a personal digital device will result in **additional** disciplinary action.

### Special Circumstances Arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Principal.

