



Bracken Ridge
State High School

Strive to Accomplish

POLICY - ELECTRONIC DEVICE

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Use of mobile phones and other electronic devices by students

From Term 1 2024, all state school students must keep their mobile phones switched off and **'away for the day'** during school hours [from first bell at 8.40am to last bell at 2.50pm] while on school grounds, or attending off-campus school events. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

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

- mobile phones
- smart watches
- headphones or air pods
- portable speakers
- tablets/iPads
- gaming devices
- iPods/media players
- cameras and/or voice recording devices

These devices must be disconnected and **away from sight**.

The use of mobile phones and other student-owned personal electronic devices are not necessary for learning and as such **NOT** to be used at Bracken Ridge State High School. It is the belief of our community that these devices are a disruption to the teaching and learning process, infringe upon the privacy of others when misused, and impact on students' ability to communicate and interact with their peers and teachers.

Students using any device (i.e. Laptops) in place of a book need to be aware that the use of such devices beyond the subject/classroom context (e.g. used for social media such as Twitter, Facebook; accessing inappropriate web sites; taking photographs etc) will be deemed to be in breach of this policy and relevant consequences will subsequently apply. This applies to use both inside and outside the classroom. Students participating in activities, such as off-site Vocational Education and Training or work placements must follow the expectations of the organisation in charge regarding the use of mobile devices

Electronic devices may be:

- Handed in at the office at the beginning of the school day. The device will be safely stored and can be collected from the office at the conclusion of the school day.
- Turned off and stored out of sight (e.g. inside a student bag or personal possession) for the entirety of the school day.
- Used on the way to and from school for safety and communication with parents.
- In a lockable pouch
- In student lockers

Students who choose to bring electronic devices to school, do so at their own risk and are responsible for ensuring their safety and security and that they are not visible or audible. The school and school staff will not accept any responsibility for any loss or damage.

A visible electronic device, will be taken from a student under the school's *Temporary Removal of Student Property Policy* and held at the office for collection by the student at end of day. This applies to both in the classroom and the playground, and includes all times of the school day [from first bell at 8.40am to last bell at 2.50pm]. Parents will be notified via email and SMS of the confiscation.

Parent Responsibilities:

- Parents/carers accept responsibility for supervision and development of responsible use of electronic devices by their children.
- Parents/carers should support the policy by sending messages to mobile phones outside school hours
- Parents needing to make contact with their child during the day can do so through the school office. Office staff will forward all messages to the student.
- Where appropriate and possible parents may email their child's school email account.

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- 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 the school office in the case of an emergency requiring that a student be notified.
- Resources are available to parents/carers and students should they encounter issues with electronic devices.

Student Expectations

Electronic devices must be switched off and never visible at any time, on school grounds, or whilst attending school events, during class times and at breaks. **Away for the day.**

If a student or their parent decides to send their child to school with a mobile phone, it is critical that they are aware of the following:

- A student who refuses a direction to hand over such items will be referred to Administration for disobedience and failure to comply with staff instructions. Breach of this policy may result in a consequence as outlined in the *Bracken Ridge State High School Student Code of Conduct*.
- Students involved in:
 - recording; and/or
 - disseminating material (through text messaging, display, internet uploading, social media etc);
 - and/or knowingly being a subject of a recording
 - recording or photographing of members of the school community, without permission,

is considered a serious invasion of privacy and may result in a consequence as outlined in the *Bracken Ridge State High School Student Code of Conduct*.

Consideration of Individual Circumstances

Consideration of individual circumstances will be given to students who require temporary or ongoing exemptions to for use of an electronic device, including where:

- the electronic device is used by the student to monitor or manage a medical condition (in accordance with the [Managing students' health support needs at school procedure](#))
- the electronic device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- the electronic device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g. navigation or object/people identification applications
- the electronic device is used as an agreed adjustment for a student with English as an additional language or dialect
- the student has extenuating circumstances that necessitates the need for access to their electronic device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
- students in Years 11 and 12 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

Principals (or their delegates) will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, principals (or their delegates) may seek additional information to support the need for the student to access their electronic device during the school day.

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Approved exemptions, including details of how and when a student may access their electronic device, will be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff via Compass/email.

School specific exemptions

Where an electronic device is required for a special learning project, the classroom teacher must seek approval from the relevant HOD and Executive team member. This provision may be for any of the following exemptions:

- students are in years 10, 11 and 12 only
- teachers, in line with the school's policy, may give permission for students to use their electronic device in the classroom, for a specific and agreed educational purpose
- the principal may determine to allow the use of electronic devices to make school payments, including for tuckshop, uniform shop and office payments, and/or
- the principal may determine to allow students access and use of electronic devices during school representative sports, camps or excursions at specified and supervised times (in accordance with the school excursions procedure).

While the principal can make a decision to permit the use of electronic devices under these specific circumstances, consideration will be given to:

- whether the same outcome can be achieved using student or school-owned devices approved for educational use as part of the school's BYOD policy
- whether the student's electronic device is able to be connected to the school's network, to support safe and filtered access to the internet (in accordance with the Use of ICT systems procedure), and
- ensuring students only use the electronic device for the intended, agreed purpose.
- Students may use a device in learning, for a specific task, for a specific time under teacher supervision at the explicit direction of a staff member. The device is not to 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 staff member.

Supporting responsible use of electronic devices (Temporary removal)

The *Student Code of Conduct* outlines the school approach on the use of electronic devices by students and the possible consequences for failing to meet the stated expectations.

electronic devices that have been temporarily removed from the student will be stored and retained in accordance with the department's [Temporary removal of student property by school staff procedure](#).

Consent is required from the student or parent to open, examine or otherwise deal with the temporarily removed student property. Staff who temporarily remove an electronic device from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone.

Staff responsibilities and use of mobile phones

Staff follow appropriate processes outlined in the Student Code of Conduct regarding

- model the appropriate use of electronic devices at school
- temporary removal of student property to office. *Staff do not keep possession.*
- use electronic devices to fulfil duties e.g., notify emergency services, report safety issues to administration, manage class rolls or Compass enquiries
- Implement the electronic device policy consistently

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- provide explicit instruction about the use of electronic devices in a learning context when applicable
- return of temporarily removed student property via office
- deciding a reasonable time to make temporarily removed student property available for collection.

Return of temporarily removed student property

- principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service
- ensure temporarily removed student property held by the school is made available for collection by the student or parent within a reasonable time period. If a parent is unable to attend an executive team member may be asked to organise the return on behalf of the parent.
- if the student is a child, the principal or school staff member may choose to make the temporarily removed property available for collection to the parent only if it is more appropriate to do so, given
 - its condition, nature or value, and/or
 - to ensure the safety of students or staff, and/or
 - for the good order and management, administration and control of the school.
- where the student is independent or mature age, it may be appropriate to return the temporarily removed property directly to them
- ensure temporarily removed student property made available for collection is in the same condition as when the property was removed.

Deciding a reasonable time to retain or make property available for collection

- in deciding a reasonable time to retain or make property available for collection, principals and school staff will consider the
 - condition, nature or value of the property
 - circumstances in which the property was removed
 - safety of the student from whom the property was removed, other students or staff members
 - good management, administration and control of the school.

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. Further guidance on responding to online incidents can be found in the [Online incident management guidelines for school leaders](#) and [How to manage online incidents that impact your school](#) flowchart.

Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Human Rights Act Qld \(2019\)](#)

Other resources

- [Customer complaints management procedure](#)
- [Cybersafety and reputation management](#)
- [Inclusive education policy](#)
- [Managing students' health support needs at school procedure](#)
- [Managing risks in school curriculum activities procedure](#)
- [Student discipline procedure](#)
- [Temporary removal of student property by school staff procedure](#)
- [Use of ICT systems procedure](#)
- [Use of mobile devices procedure](#)

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