

Throughout Education Queensland schools, there are guidelines for the use of mobile phones and electronic devices at school. At Picnic Creek State School we have used these guidelines as the basis of this policy and have taken into consideration the age of children at Primary School.

MOBILE PHONE POLICY

Our stance on the possession of mobile phones at school is underpinned by the following considerations:

- Mobile phones are very expensive and highly attractive devices and therefore at risk of being stolen or used inappropriately at school.
- Use of mobile phones by children can be disruptive to teaching, learning and school activities in and out of the classroom.
- Mobile phones use cellular data meaning that students can access the web without being monitored through the school filter network.

As a result, mobile phones are not allowed in classrooms or the playground.

However, our school accepts that student access to, and use of, mobile phones is increasing and that, on occasion's mobiles may need to be brought to school. Therefore, outlined below is our expectations and procedures for mobile phones on the school grounds.

Procedures

The following procedures **must** be followed when bringing a mobile phone to school:

- 1) If families need their child to bring a mobile phone to school it must be clearly named, and signed into the school office at the beginning of the day, prior to the first bell
- 2) Phones will be stored safely, at the office in the Administration Building, for the duration of the school day.
- 3) Students can collect their phone before they leave school, to return home

- ❖ It is understood that parents may have a genuine need to make urgent contact with their children. For this reason the main reception phone is attended during school hours. Phone messages for students will always be relayed to the relevant student. Furthermore, office staff will contact parents when children are sick or injured or other urgent situations arise.
- ❖ In the event that students have a mobile phone in their possession, during class time or in the playground, they will be referred to the administration team who will place the phone in security for the remainder of the day.

Normal school disciplinary consequences apply to breaches of these guidelines.

NO RESPONSIBILITY WILL BE TAKEN BY THE SCHOOL SHOULD LOSS, DAMAGE OR THEFT OF MOBILE PHONES OCCUR

Additional Details

- This policy also applies to students during school excursions, camps and extra-curricular activities.
- It is recommended by the Department of Education that disciplinary action is to be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.

SCHOOL ELECTRONIC DEVICE POLICY

Use/Behaviour of School Network Guidelines

An essential tool for schools is the provision of innovative educational programs and the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

Outlined below are Picnic Creek State School expectations for appropriate and acceptable use of electronic devices used to enhance learning at our school.

Acceptable and appropriate use/behaviour	Unacceptable and inappropriate use/behaviour
<p>It is acceptable for students to use school computers, technologies and network infrastructure for:</p> <ul style="list-style-type: none"> ✓ <i>Teacher assigned class work and assignments</i> ✓ <i>Developing literacy, communication and information skills</i> ✓ <i>Authoring text, artwork, audio and visual material for publication</i> ✓ <i>Educational purposes as approved by the school</i> ✓ <i>Conducting research for learning and projects</i> ✓ <i>Communicating with other students, teachers, parents or experts in relation to school work</i> ✓ <i>Access to online references such as dictionaries, encyclopaedias, etc.</i> ✓ <i>Collaborating, researching and learning through Education Queensland's e-learning environment</i> 	<p>It is unacceptable for students to:</p> <ul style="list-style-type: none"> × <i>Download, distribute or publish offensive messages or pictures</i> × <i>Play on line games not associated with learning without permission from the teacher</i> × <i>Use obscene or abusive language to harass, insult or attack others</i> × <i>Damage computers, printers or the network equipment</i> × <i>Violate copyright laws which include plagiarism</i> × <i>Use unsupervised internet chat</i> × <i>Use online email service (e.g. Hotmail)</i> × <i>Send chain letter or Spam e-mail (junk mail)</i>

Additional Details

- Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should give their fellow students their username and password).
- Students cannot use another student or staff member's username or password to access the school's network.
- Students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

School Obligations when providing student's with access to IT facilities

- Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or student do not adhere to the school's network usage and access guideline/statement.
- Schools will prepare students for the possibility of un-anticipated access to harmful information, materials or approaches from unknown persons (e.g. ceasing immediate access to information and reporting any concerns to a staff school member).
- Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit.

Please Note:

- Teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.