



# Cavendish Road State High School

## “Away for the day” Mobile Phone and Electronic Device Policy

Cavendish Road State High school has established the following policy. For the purpose of this document, mobile phones and wearable devices include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to a telecommunications device, networks, or the internet.

This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school’s Bring Your Own Device (BYOD) policy.

### Purpose

This document:

- outlines the requirement for all Queensland state school students to keep mobile phones switched off and ‘away for the day’ during school hours, and while attending school activities, such as representative school sport, excursions and camps.
- outlines the requirement for all students to switch off notifications on wearable devices, including smartwatches, during school hours, and while attending school activities, such as representative school sport, excursions and camps.
- provides guidance for schools in managing student mobile phones and wearable devices that are brought to school and,
- provides guidance on the application of exemptions for students who require access to their mobile phone or wearable device during school hours.

### Overview

Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students.

‘Away for the day’ aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices.
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing.
- encourage increased face-to-face social interactions between students.
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times and,
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing or distributing harmful content or breaches of personal privacy.

### Student use of mobile phones and wearable devices at school

From Term 1 2024, all state school students must keep their mobile phones **switched off** and **‘away for the day’**. A student’s school day commences from the time they enter the school and to the time they exit the school each day.

- 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.
- This document also applies to student attendance at school activities, such as representative school sport, excursions and camps, unless otherwise determined by the school principal.
- Students may only use their mobile phone or have wearable device notifications enabled during these times if they are participating in a teacher-led educational activity or have an approved exemption for medical, disability and/or wellbeing reasons.

- Students participating 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.

## Bringing mobile phones and wearable devices to school

Students are permitted to bring mobile phones and wearable devices to school to:

- support safe travel **to and from school**.
- make contact with parents, friends and part-time employers **outside of the school day** and,
- be contacted about **their own child or person under their care**.

## Storage and loss or damage to mobile phones or devices

- The school makes no provision for the storage of student mobile phones or other personal devices, except for the safe keeping of devices confiscated for a breach of this policy under the school's Student Code of Conduct and in compliance with the [Temporary removal of student property by school staff procedure](#).
- Students' personal devices brought to school are at the risk of the student, save for matters to which the school's Student Code of Conduct may apply, for example, the theft or wilful damage to a student's device.
- In any circumstance, the school is not responsible for the replacement of, or compensation to, the student or parent for any loss or damage to a device the student brings to school.

## Exemptions

The Department of Education consulted with key stakeholder groups to develop a list of exemptions for instances where students may require access to, and use of a mobile phone or wearable device during the school day.

- Parents or carers may apply on behalf of the student for an exemption to the "Away for the day" policy and the student must only use their mobile phone or wearable device for the intended, Principal approved purpose.
- Principals will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, the principal may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.
- Exemptions may be temporary for a fixed period or for a student's on-going individual circumstances. Consideration of individual circumstances will be given, including where:
  - the mobile phone or wearable 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 mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties.
  - the mobile phone or wearable 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 mobile phone or wearable 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 mobile phone or wearable 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 applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.
  - Exemptions issued will be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff, including details of how and when a student may access their mobile phone or wearable device.

- Principals will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human rights is reasonable and justified. The assessment should be documented appropriately.
- Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the [Customer complaints management procedure](#).

## General exemption from “Away for the day” policy

It is acknowledged that the use of mobile phones and wearable devices can support the school’s teaching and learning programs by providing valuable learning experiences for students, as well as supporting day-to-day school operations. At Cavendish Road State High School:

- Teachers may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose. Teachers will consider 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, to justify the use of mobile phone or wearable technology in the classroom.
- There is no general exemption for the use of mobile phones or wearable technology in the playground. Students who have a Principal exemption to use and/or wear such devices consistent with their specific need are exempt. The Principal may designate a place or places in the school where responsible use is permitted for activities such as quiet reading (eReaders) or quiet listening.
- mobile phones and wearable devices may
  - be used to make school payments, including for tuckshop, uniform shop and office payments, and/or
  - principals may on a case-by-case basis, determine to allow students access and use of mobile phones and wearable devices during school representative sports, camps or excursions at specified and supervised times (in accordance with the [School excursions procedure](#)).

**Students are NOT permitted to**, and there will be NO exemption granted to allow students to:

- connect their mobile phone to the school’s network at any time, that avoids safe and filtered access to the internet (in accordance with the [Use of ICT systems procedure](#)), and
- use their device to “hot spot” their school provided or BYO device, ensuring students only use their mobile phone or wearable device for the intended, and agreed purpose. (See the school’s Acceptable Use policy).

## Supporting responsible use of mobile phones and other devices

The Cavendish Road State High School *Student Code of Conduct* details staff responsibilities to support students to understand and meet behavioural expectations of the school, and guidance on the application, where required, of disciplinary consequences.

The *Student Code of Conduct* explains the school’s approach where a student does not comply with, or breaches the “Away for the day” policy. This section should detail clear expectations for parents and students about what devices are allowed at school, how they are to be used, and the possible consequences for failing to meet the stated expectations.

In determining the local school approach on possible consequences, it is necessary to ensure that responses are proportionate and equitable and takes into consideration the individual circumstances of each student. This means making decisions that are reasonable for the situation. Some examples include:

- providing a verbal reminder to the student or class about expected behaviour
- directing the student to place the mobile phone in storage (e.g. bag, locker, pouch)
- directing the student to switch off notifications on their wearable device

- removing the device temporarily and returning to the student or requesting their parent collect the device at the conclusion of the school day
- applying a detention for a defined period of time (e.g. lunchtime)
- enrolling a student in eSmart program to complete Digital Licence or similar course, and/or
- increasing staff supervision of use in circumstances where the student requires access to their mobile phone or wearable device for medical, disability and/or wellbeing reasons. For example, students who use smartphone apps for health monitoring and management.

## Maintaining the “Away for a day” policy

A whole-school approach consistent with the school’s Student Code of Conduct where this policy:

- **promotes the safe, respectful and positive use** of mobile phones and other technology through delivery of the Australian Curriculum and specific programs focused on digital literacy.
- **when managing inappropriate online behaviours or reputation management incidents**, the primary concern is 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. These guidelines are followed.
- **where consequences** for breach of this policy are outlined in the school’s Student Code of Conduct.
- **where temporary removal of mobile phones and wearable devices** from the student requires they are stored and retained in accordance with the department’s [Temporary removal of student property by school staff procedure](#).
- **interruption free time**. The purpose of this policy is to limit actual and potential interruption to students’ schooling. Parents are reminded of how important it is to work together and coordinate:
  - **to ensure the intent of this policy** as described in the overview to this policy
  - **in cases of emergency** contact with their child (defined as a crisis, predicament, urgent situation), is **via the school’s Student Services** office as the appropriate means of contact
  - **they should not interrupt the school day with unnecessary or non-emergent contacts**. Matters of daily routine or messaging that can reasonably wait until the end of the school day should be left to that time of day.
- **If a student becomes ill at school, or any other situation** where a student contacts a parent or carer expressing a **need to leave school**, Student Services remains the only point of contact.
  - This ensures the student is reached quickly, without potential for confusion, and is assisted in the appropriate way and
  - Their attendance in school is accounted for. The school needs to know where students are and that the appropriate care is provided.

## Mobile phones and wearable devices: A guide for students

- **During the school day from first bell at 8.40am to the bell at end of school day at 2.50pm** mobile phones and electronic devices **must be**
  - **switched off** and
  - **may not be used** except at the [direction of the teacher](#) as part of the learning program.
  - **the Mobile phone or device must be kept out of sight.**
  - Wearable devices:

- Smart watches must have **notifications switched off**.
- Earphones are to be **away and out of sight**
- **In Class time**
  - Mobile phones and other devices such as smart watches with Bluetooth or wireless connection capability must NOT to be used during class time to
    - “hotspot” to bypass the school’s network,
    - to play music or video other than that as directed by the teacher, or
    - to stream music to a wearable device such as in-ear headphones.
- **At break times**
  - Mobile phones and wearable devices may **not be used** For any purpose to
    - make phone calls, send or receive text messages or send or receive notifications
    - take video or still photograph images at any time and
    - must remain
      - **switched off** and
      - be kept **out of sight**.
- **Security of a personal device.** Students are responsible for the safe keeping of personal items including mobile phones and wearable devices:
  - Where the student elects to keep the phone on them during the day, the device must be out of sight in a pocket. If the mobile phone is too large for a pocket, a small bag or pencil case that can be brought into the classroom should be used.
  - should NEVER be left in an unattended school bag outside a classroom or in the playground.
- **During exams**, all mobile phones are to be **turned off** and smart **watch notifications turned off and silenced** and the device placed upside down on the floor next to the student desk, in a box/basket at the front of the room or lined up against the whiteboard.

#### **Where a student does not follow this school policy**

- Where the student is unable to produce an exemption card, a mobile phone or electronic device that is not ‘away’, or is mis-used in class or in the playground
  - will be confiscated and
  - taken to Student Services where it will be logged and remain for rest of the school day.
- Alternatively, the student can be sent to Student Services to
  - hand the device in and return with the lodgement receipt to show the teacher.
  - The student will collect the mobile phone or electronic device from Student Services **at the end of the school day**.
- Failing to comply with this reasonable instruction will result in disciplinary consequence under the school’s Student Code of Conduct

- Persistent breach of the “Away for the day” policy
  - **On the 3<sup>rd</sup> occasion** this occurs, Student Services will email the student and parent/guardians to inform them of this ongoing issue. Record contact in OneSchool.
  - **On the 4<sup>th</sup> occasion** this occurs, Student Services will email the student, parent/guardian and the year level Deputy Principal to inform them of the ongoing issue and record contact in OneSchool. Disciplinary consequences including at school or after school detentions may be applied under the school’s Student Code of Conduct for disobedience
  - **On the 5<sup>th</sup> occasion**, Student Services will give the phone to the year level Deputy Principal who will contact parents/guardian and record contact in OneSchool.
  - Disciplinary consequences may be applied under the school’s Student Code of Conduct

## Legislation

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

## Delegations / Authorisations

- [Nil](#)

## 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](#)