

Comet Bay College

Seek Excellence



STUDENT USE OF TECHNOLOGY POLICY

2020



STUDENT USE OF TECHNOLOGY POLICY

1. Purpose

Comet Bay College supports the Department of Education's Mobile Phone Use in Schools Policy, which requires student mobile phones to be "Off and Away All Day".

This policy establishes the expectations for student possession and use of mobile phones and related devices while on school grounds and participating in school activities.

2. Scope

This policy applies to all students attending Comet Bay College and to all school activities conducted on or off site, including excursions, camps and school events.

For the purpose of this policy, mobile phones include:

- mobile phones,
- smart watches,
- earbuds and headphones,
- tablets used for personal communication, and
- any other device capable of sending, receiving or accessing communications.

3. Student expectations

Students must ensure that mobile phones and related devices are:

- switched off or placed in flight mode,
- stored out of sight from the time they enter the school grounds until the conclusion of the school day, and
- not used during class time, recess, lunch, study periods, assemblies or other school activities unless specifically authorised under an approved exemption.

Earbuds and headphones must not be used during the school day unless authorised by a staff member for educational purposes.

4. Exemptions or exceptions

An exemption may be approved where a student requires access to a device:

- to monitor or manage a medical condition,
- to support an identified wellbeing or disability-related need, or
- as part of an approved documented care plan.

Individual exemptions must be approved by the College and supported by appropriate documentation from a medical, allied health or other relevant professional.

The College provides exemptions to all students:

- at teacher discretion for an educational activity, or
- upon entering the canteen to access online banking to pay.



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5. Communication during school hours

While students are at school, they remain under the care and supervision of the College. Therefore, communication between students and parents/carers during the school day should occur through the College Administration.

Students requiring urgent contact with a parent/carer should notify a staff member.

Parents/carers needing to contact their child during school hours should do so through the College Administration.

6. Breaches of this Policy

Breaches of this policy will be managed in accordance with the Comet Bay College Student Behaviour Management Policy.

First and Second Offence

- Device confiscated by a staff member.
- Device returned to the student at the conclusion of the school day.

Third Offence

- Device confiscated and held by the College.
- Parent/carer required to collect the device from Administration.

Repeated Breaches

Repeated breaches may result in additional consequences under the College Student Behaviour Management Policy.

Failure to Comply with a Staff Direction

Students who refuse to surrender a device or comply with a reasonable staff direction regarding a device may be referred to a member of the Leadership Team and may be subject to further consequences for failing to follow staff instructions.

7. Misuse of mobile phones and electronic devices

The College recognises that mobile phones may be used in ways that harm the safety, wellbeing or privacy of others.

Students must not use any device to:

- bully, harass, intimidate or threaten another person,
- record, photograph or film any person without their knowledge or permission,
- share or distribute inappropriate, offensive or harmful content,
- access or distribute material that is abusive, discriminatory, threatening, obscene or unlawful, or
- engage in conduct that affects the safety, wellbeing or good order of the College.

Any misuse of a mobile phone or electronic device will be managed under the College Student Behaviour Management Policy and may result in disciplinary action, suspension, referral to external agencies or police involvement where appropriate.



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8. Incidents involving sexually explicit material

Where staff become aware that a student possesses, receives or distributes sexually explicit material using an electronic device, the matter will be managed in accordance with Department of Education child protection procedures and reporting requirements.

This may include:

- securing the device without searching its contents,
- contacting parents/carers,
- referral to police or other relevant authorities where required,
- consultation with Department support services, and/or
- mandatory reporting where legislative requirements apply.