

“Away for the Day” Policy and Use of mobile phones and other devices by students

Collingwood Park State Secondary College has established an “Away for the Day” policy for mobile phones and other devices following decisions made by the Queensland Government, and supported by the Department of Education.

For the purpose of this document, mobile phones and wearable devices include mobile phones, smartwatches, mp3 players, speakers, personal gaming devices, handheld devices and other emerging technologies which have the ability to connect to telecommunication 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 (BYO) policy.

Purpose

This document:

- outlines the requirement for all Queensland State School students to keep mobile phones switched off and ‘away for the day’ whilst on school grounds 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 when on school grounds and while attending school activities, such as representative school sport, excursions and camps
- provides guidance for staff 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 the school day.

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, distributing and/or accessing harmful content, or breaches of personal privacy.

Student use of mobile phones and wearable devices at school

All state school students must keep their mobile phones switched off and ‘away for the day’ during school hours.

- 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 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.

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 school grounds

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 the device, 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 approved through the case management process as an agreed adjustment for a student with English as an additional language or dialect
 - ☐ 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

- Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a complaint and how a complaint will be managed will be made available in accordance with the Customer complaints management procedure.

Recording voice and images

Every member of the CPSSC community should feel confident about participating fully and frankly in all aspects of school life, without concern that their personal privacy is being invaded by their voice or image being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at CPSSC. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc.) for the purpose of dissemination among the student body or outside of the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony, and will result in serious consequences.

Strictly no recording or images are to be taken in any place that is reasonably considered an invasion of privacy (e.g. in change rooms, toilets, etc.).

A student at CPSSC who uses personal technology devices to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matters capable of bringing CPSSC into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, CPSSC will not tolerate images or sound captured by personal technology devices on the school grounds or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude such outcomes may or will occur. Students will be subject to discipline if they breach the policy by being involved in recording and/or disseminating material via any medium or are knowingly the subject of such a recording.

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) are against the law and, if detected by CPSSC, will result in a referral to QPS.

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages whilst at school should ensure they keep the message as evidence and bring the matter to the attention of the Administration as soon as possible.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording private conversations and the Invasion of Privacy Act 1971

It is important that all members of the CPSSC community understand that under the Invasion of Privacy Act 1971

Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under this Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others. Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special circumstances arrangement

Students and parents/carers who require the use of a personal technology device in circumstances that would contravene this policy (e.g. to assist with a medical condition or other disability or for a special project) must make an appointment with the year level Deputy Principal or Principal prior, to discuss the use of the item, as appropriate to the situation.

Misuse of Personal Technology Devices	
If a device is seen or heard, the student will be required to hand the device to student services where it will be stored securely until the student is required to depart college grounds.	
First time	Student to hand their PTD to student services for collection at the end of the school day or when the student departs the college ID attend message sent to parents regarding confiscation and student collecting phone
Second time	Student to hand their PTD to student services, parent/carer notified by phone call. ID attend message sent to parents regarding confiscation and student collecting phone Student to collect from student services at the end of the school day or when the student departs the college Lunch time detention
Third time	Student to hand their PTD to student services, parent/carer notified by phone call. ID attend message sent to parents regarding confiscation and student collecting phone Student to collect from student services at the end of the school day or when the student departs the college After school detention
Fourth time	Student to hand their PTD to student services, parent/carer notified by phone call.

	Parent to collect from the college administration at the end of the school day or when the student departs the college. ID attend message sent to parents regarding confiscation and parent/carer collection of device After school detention
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Digital Media Policy

This policy reflects the importance the school places on students displaying Respect and Responsibility whenever they are using digital media devices. The use of personal electronic devices* must remain restricted. The use of personal iPads, laptops or tablets must be negotiated with the school and the Bring Your Own Device (BYOD) agreement must be signed.

If students choose to bring electronic devices to school, the following rules apply:

- Devices are brought to school at student's own risk. The school accepts no indemnity or responsibility for devices that are lost, stolen or damaged. Safe custody of these devices is only provided at Student Services.
- As per the Department of Education's 'Away for the Day' policy, students must not use their mobile phones or other electronic devices upon entry to the school grounds.
- Students must display courtesy, consideration and respect for others when using electronic devices.
- Any mobile phones or other electronic devices that are observed by a staff member will result in the offending student being sent to the office to hand in the item. Student refusal to comply with this request will result in a Red Zone referral in accordance with the Student Code of Conduct.
- Appropriate action, in accordance with the Student Code of Conduct (which may include referral to QPS) will be taken against any student who engages in inappropriate use of an electronic device including online behaviour (including out of school hours) that affects the good order and management of the school
- This policy also applies to students during excursions, camps, extra-curricular activities or at any time when they are representing the school.
- Devices potentially containing evidence of criminal offences will be reported to the QPS. In such cases, Police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Services (QPS) directly. Devices confiscated for purposes of disciplinary investigation will be only returned to a parent/carer.
- 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 an exemption with the school's Administration Team.

A student at school who uses recording devices to record private conversation, ordinary school activities or violent, illegal or embarrassing matter capable of bringing a person or the school into disrepute is considered to be in breach of the policy. It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which they are not a party to publish or communicate the substance or meaning of the

conversation to others. Even when consent is obtained for such recording, the school will not tolerate images or sound captured by devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, or the purpose of bullying/cyberbullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or
- knowingly being a subject of a recording will face appropriate action, in accordance with the Student Code of Conduct. Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving minors), is against the law and if detected by the school will result in a referral to QPS.

*Electronic devices include, but are not limited to, mobile phones, iPods, smart watches, Fitbits, Bluetooth devices, portable gaming devices, recording devices, speakers and devices of a similar nature. This does not include devices covered under the BYOD processes

Appropriate use of social media

Collingwood Park State Secondary College strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, CPSSC expects its students to engage in positive online behaviours.

CPSSC embraces the opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and applications (apps) can provide positive social development experiences through opportunities to develop friendships and shape identities.

When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.

CPSSC is committed to promoting the responsible and positive use of personal social media sites and apps. Students will not face disciplinary action for simply having an account on Facebook or other social media site.

However, as set out in the Policy for Preventing and Responding to Bullying, it is unacceptable for students to bully, harass or victimise another person, whether within school grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of the school, whether those behaviours occur during or outside school hours.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?

- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago, parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school.

Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

What about other people's privacy?

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns

- block the offending user report the content to the social media provider

Role of Social Media

The majority of young people use social media sites and apps on a daily basis for entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.

Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used. The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future. Remember, once content is posted online you lose control over it. Thus, inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Appropriate use of Social Media

Students of CPSSC are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps includes:

- Ensuring personal information is not shared (e.g. name, address, phone number, etc.).
- Ensuring the personal information of others is not shared.
- Ensuring the school name, logo, uniform and other identifying features are not shared.
- Thinking about what they want to say or post before putting it online, including considering how it could be interpreted by others.
- Not engaging in cyberbullying or harassing comments.
- Remembering all content posted online is in a public forum, even messages posted in private chatrooms has the potential to be shared widely.
- Remembering something you think is funny, or a sarcastic response, may be taken seriously by those who read it and lead to unintended consequences. It can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic because tone of voice and context is often lost. If there is a chance a message may be misinterpreted, be cautious and make the decision not to post it.
- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour.
- There is no need to respond to a cyberbully.
- Report cyberbullying concerns to the school as soon as possible to allow the school to respond to online concerns that affect students' time at school.

Inappropriate use of Social Media

Some examples of inappropriate use of social media includes (but not limited to):

- Using social media to insult a student or staff member, either directly to them, or by posting/sharing insults about the person behind their back (e.g. "Sarah is fat and ugly").
- Posting/sharing images of another person with an insulting caption or message (e.g. posting a Snapchat image of a student eating with the word "pig" written across it).
- Posting/sharing pictures of another thing with an insulting caption or message that identifies a

- person (e.g. posting an image of a pig with and the caption “my English teacher is such a pig”).
- Sharing gossip or making hurtful comments in a group chat, then inviting the victim of the gossip into the group so they read all the hurtful things said about them.
- Using social media to send threatening messages (e.g. “if you talk to her again, I’ll punch you in the face”).
- Using social media to set up a physical altercation (e.g. “fight after school, at Town Square”).
- Accessing another person’s social media page and pretending to be this person (e.g. a student borrows a phone to check their Instagram account and accidentally saves the password on the phone, later the phone-owner logs into the other person’s account and sends messages pretending to be the account holder).
- Setting up a fake social media account under another person’s name and posting as though you are this person (e.g. creating a duplicate Instagram account in the name of another student, then posting as if you are this student).
- Setting up fake social media account with a phony identity (e.g. tricking others into thinking you are someone else online).
- Hosting a page that allows others to post information anonymously (e.g. hosting a tea- site on Instagram).

If inappropriate online behaviour impacts on the good order and management of CPSSC, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours. Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

Please note, CPSSC will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parent/carers and/or police to resolve.

Laws and Consequences of Inappropriate Online Behaviour and Cyberbullying

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Cth) and the Criminal Code Act 1899 (QLD) contain relevant provisions applicable to cyberbullying.

The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is “using a carriage service to menace, harass or cause offence to another person”. The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking
- Computer hacking and misuse
- Possession of child exploitation material
- Involving a child in making child exploitation material
- Making child exploitation material
- Distribution of child exploitation material
- Criminal Defamation

There are significant penalties for these offences.

Please also note communication between staff and students via social media platforms is inappropriate and a breach of the Public Sector Code of Conduct.

Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.