



Use of mobile phones and other devices by students

WEB Version 2.0

20200608

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Gladstone State High School has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of gaining skills towards digital literacy and digital citizenship. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

Mobile phones must be turned to aeroplane mode or turned off during class lessons/learning time (including if students are out of the classroom to go to the bathroom or on an errand for the teacher). These items must be placed out of site. The phone must not interrupt the lesson or learning of other students during this time. Ear buds, including pods must also be removed and placed in a safe location (e.g. pencil case, school bag).

Should a teacher determine that the use of mobile phones during class time would enhance learning, approval from the HoD of the curriculum area must be obtained prior to use. The teacher will then be responsible for displaying the technology approval poster on the classroom door to advise that classroom visitors that approval has been obtained for students to use mobile phones or other devices for educational purposes.

Responsibilities

The responsibilities for students using mobile phones or other devices (including wearable technology) at school or during school activities, are outlined below.

The below table indicates what is acceptable for students at Gladstone State High School for different technological devices:		L a p t o p	M o b i l e P h o n e	D e v i c e	S m a r t W a t c h		
use devices (not including mobile phones) at school for:	assigned class work and assignments set by teachers when permission has been obtained from the Head of Department	Y		Y	N		
	accessing online references such as dictionaries, encyclopaedias, etc.	Y	Y	Y	N		
	communicating or collaborating with other students, teachers, parents or experts in relation to school work	Y	N	Y	N		
	conducting general research for school activities and projects	Y	Y	Y	N		

	authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school	Y	Y	Y	N		
	researching and learning through the department's eLearning environment	Y	Y	Y	N		
	developing appropriate literacy, communication and information skills	Y	Y	Y	Y		
	be courteous, considerate and respectful of others when using a mobile device	Y	Y	Y	Y		
	switch off and place the mobile device out of sight during classes unless the device is being used in a teacher directed activity to enhance learning	Y	Y	Y	Y		
	seek the Head of Social Justice's approval where they wish to use a mobile device under special circumstances and notify the classroom teacher of this permission prior to entering the classroom	Y	Y	Y	Y		

NOTE: Students may be asked to remove wearable technology during assessments.

It is **unacceptable** for students at Gladstone State High School to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone in class without the permission of their teacher
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in accordance with the requirements of the Gladstone State High School Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students who choose to use mobile phones and other devices inappropriately in the first instance will be managed by the classroom teacher, HoD IT, HoD Curriculum or HoD Social Justice. Your privileges to access these may be removed until you demonstrate responsible, respectful and safe use of these devices.