



<b>Policy Aim:</b>	<p>The policy aims to:</p> <ul style="list-style-type: none"> <li>take steps to ensure that e-devices are used safely and responsibly and are kept secure.</li> <li>align with evidence from scientific research into the effects of student use of e-devices at school on academic performance and social-emotional development.</li> <li>establish College guidelines, requirements and responsibilities as they pertain to student use of e-devices.</li> </ul>
<b>Scope and Responsibilities:</b>	<p>This policy relates to all devices capable of communicating and displaying information and images (e.g. all mobile phones, SIM-enabled smart watches, wireless headphones, all devices used as part of the Colleges' BYOD Programmes). This includes all current electronic devices /technologies (i.e. as available at the time this policy's implementation) and all future devices/technologies.</p> <p>It is the responsibility of <b>students</b> who bring e-devices onto College premises to adhere to the College guidelines in this policy.</p> <p>The decision to provide e-devices to their children should be made by <b>parents or guardians</b> and parents should be aware of policy and procedure if their child takes an e-device onto school premises.</p> <p>All stakeholders (students, parents/guardians and staff) are responsible for their participation in, engagement and understanding of this policy.</p>
<b>Board Approval:</b>	<i>Not required</i>
<b>Background information:</b>	<p>This e-Device Policy is based on research and expertise in the following areas related to student use of e-devices at school:</p> <ol style="list-style-type: none"> <li>The impact of e-devices on academic development and wellbeing.</li> <li>Emergency situations at school (e.g. lockdown, evacuation).</li> <li>Adolescent brain development.</li> </ol> <p><b>1. The Impact of e-Devices on Academic and Social-emotional Development:</b></p> <p>This policy is supported by scientific research which shows that when students do not have the freedom to access their e-devices during school hours, they are more engaged academically and socially.</p> <p>There is a significant body of evidence that reveals the use of e-devices during the school day has the potential for negative outcomes for students. Examples of studies that show the impact of e-device use at school on academic development can be found <a href="#">here</a>, and studies that show the effects on wellbeing can be found <a href="#">here</a>.</p> <p><b>2. Emergency Situations at School:</b></p> <p>While it is acknowledged that providing a child with an e-device gives parents reassurance that their child can contact them in</p>



	<p>emergency situations, this does not apply during the school day when students have access to school phones and personnel. In the event of a lockdown or evacuation at school, security experts advise that e-devices can reduce safety in crisis situations for the following reasons:</p> <ul style="list-style-type: none"> <li>• Using e-devices can distract people from the actions they need to be taking in the moment, such as running, hiding and listening to directions from first responders.</li> <li>• The sound of an e-device, whether ringing or on vibrate, could alert an assailant to a hiding place.</li> <li>• An assailant could be monitoring the event themselves on social media and find more victims or elude capture that way.</li> <li>• Victims and worried family members trying to get through can jam communications, interfering with first responders.</li> </ul> <p><b>3. Adolescent Brain Development:</b></p> <p>A common justification for giving students freedom to access their e-devices during the school day is that it helps them learn to control their impulses to check for messages, notifications, etc. This approach is at odds with knowledge about the adolescent brain.</p> <p>The frontal lobe is that part of the brain responsible for impulse control and is not fully developed in adolescents. Therefore, an approach which assumes students will learn self-control with respect to the use of e-devices in classroom contexts, sets many up for failure. It is far more beneficial for students when schools provide self-control challenges in which they can succeed.</p>
<b>Policy:</b>	<p>The College acknowledges the place of e-devices in society today, and the importance of communication and collaboration. The College's BYOD Programme ensures that students have access to laptops and notebooks which enable them to be productive in the classroom.</p> <p>The College also recognises its role in working in partnership with parents and guardians to support and educate students in the safe, responsible use of e-devices. To achieve this, the policy states that:</p> <ul style="list-style-type: none"> <li>• Primary students are permitted to have e-devices in case of after-school emergencies. In Primary, e-devices must be handed to the class teacher at the beginning of the day and collected at the end of the day. No e-devices can be accessed during lunch breaks. If parents need to be contacted during the day, students can do so from the Primary Office.</li> <li>• Secondary students in Years 7-12 may bring their e-devices to school but – with the exception of the BYOD Programme device - they must remain locked in their lockers for the duration of the school day. Access to devices is permitted in the designated spaces and at the specified times at each College; however, this communication must happen in a timely manner.</li> <li>• Students are responsible for the security of their e-devices.</li> <li>• The College accepts no responsibility for replacing lost, stolen or damaged e-devices at school or while traveling to and from</li> </ul>

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	<p>school.</p> <ul style="list-style-type: none"> <li>It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access cannot occur on their e-devices. Students should keep their passwords/pin numbers confidential.</li> <li>e-devices which are found in the school and whose owners cannot be located should be handed to Secondary Student Reception or Primary Reception.</li> <li>In cases where the law has been contravened, the College will report the matter to authorities.</li> </ul>
<b>Definitions:</b>	<p><b>e-Device:</b> any electronic device capable of communicating and/or displaying information or images e.g. mobile phone, sim-enabled watches, wireless headphones.</p> <p><b>BYOD:</b> Bring Your Own Device</p>
<b>Related Documentation:</b>	<p>The Moreton Bay Colleges Positive Behaviours Policy</p> <p>The Moreton Bay Colleges Anti-Bullying Strategy</p>
<b>Legislation Applicable:</b>	N/A

**DOCUMENT CONTROL INFORMATION****Document Status**

The current status of this document is shown below.

<b>Policy</b>	Student Mobile Phone
<b>Version</b>	V5
<b>Issue Date</b>	January 2018
<b>Revision Date</b>	January 2020
<b>Owner</b>	Head of Colleges
<b>Confidentiality</b>	

**Document History**

The history of changes made to this document is shown below. The most recent changes are listed first.

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>
2.0	18 May 2015	Decision by ELT that policy
3.0	15 January 2018	Inclusion of SIM-enabled smart watches
4.0	May 2019	Renamed Student e-Device Policy
5.0	January 2020	Merged MBC & MBBC Policy

**Approval**

This document has been approved for publishing by:

<b>Reviewed by</b>	Head of Students
<b>Authorised by</b>	ELT

**Distribution**

Controlled paper copies of this document are distributed as follows:

<b>No.</b>	<b>Issued To</b>
N/a	

**Appendix 1- Procedure**

<b>Associated Procedure:</b>	<p>This procedure is to be followed in conjunction with the Student e-Device Policy.</p> <p>The e-Device Policy is based on research and expertise in the following areas related to student use of e-devices at school:</p> <ol style="list-style-type: none"> <li>1. The impact of e-devices on academic and social-emotional development.</li> <li>2. Emergency situations at school (e.g. lockdown, evacuation).</li> <li>3. Adolescent brain development.</li> </ol>
<b>Scope and Responsibilities:</b>	<p>It is the responsibility of students who bring e-devices onto College premises to adhere to the College guidelines and expectations outlined in the e-Device Policy and Procedure.</p> <p>The decision to provide an e-device to their child should be made by <b>parents or guardians</b> and they should be aware if their child takes an e-device onto school premises.</p> <p>All stakeholders (students, parents/guardians and staff) are responsible for enacting these procedures.</p>
<b>Board Approval:</b>	Not Required
<b>Procedure:</b>	<p><b><u>E-device use which meets College Behavioural Expectations</u></b></p> <p><b>Primary students</b></p> <p>Primary students are permitted to have e-devices in case of after-school emergencies. In Primary, e-devices must be handed to the class teacher at the beginning of the day and collected at the end of the day. No e-devices can be accessed during lunch breaks. If parents need to be contacted during the day, students can do so from the Primary Office.</p> <p><b>Secondary Students</b></p> <ul style="list-style-type: none"> <li>• Secondary students in Years 7-12 may bring their e-devices to school, but they must remain locked in their lockers for the duration of the school day. Access to e-devices is permitted before/after school and during break times if there is a need to respond to messages from parents/guardians; however, this communication must happen in a timely manner and only in the designated areas as determined at each College.</li> <li>• A teacher may ask students to bring their e-device to an academic class for educational purposes. At the next break, students must return their mobile phone to their locker.</li> <li>• During scheduled exams and QCS testing, e-devices must be left in lockers or handed in to a staff member/supervising teacher prior to the start of the exam/test. This applies to senior students during Exam Block or the External Exam period</li> <li>• Use of mobile phones during off campus activities arranged by the College including excursions, camps and tours will be</li> </ul>



determined by the teacher in charge of that activity.

### **e-Device Use which does NOT meet College Behavioural Expectations**

#### **Primary and Secondary Students**

- Sharing usernames and/or passwords with other students
- The use of other students' usernames and/or passwords to access others' e-devices or the College network
- The use of e-devices during class time without explicit permission and instruction from the teacher.
- The use of e-devices for the purpose of any social interaction on campus – this includes before/after school and at co-curricular training/practice.
- Photographing, videoing or recording a staff member or fellow student without permission from the subject(s).
- Sharing others' personal information (e.g. name, address, email address, phone number, social media account details, photos, videos, audio recording) without their permission.
- Use of social media which does not adhere to the [Guidelines for the Use of Digital Social Media](#)
- Accessing social media platforms – this includes before/after school and during break times in the locker rooms.
- Using another student's e-device without permission and/or without her knowing the content of any messages sent/uploaded to social media.
- Phoning/messaging/emailing parents during class time; this includes requesting to be collected from school due to illness or otherwise. This should always be done by a College staff member.
- In Secondary, any student/s caught using an e-device to cheat in examinations or assessments will face consequences as per Appendix 3 in the Positive Behaviours Policy (i.e. Categories 1-4 of Behaviours). The assessment piece will be classed as invalid.
- If teachers have approved the use of e-devices in class for learning purposes, no social media, personal sites or material not connected to the learning is to be accessed.
- Use of e-devices walking to/from the pick-up areas at any stage of the day.
- Use of e-devices to engage in the following behaviours will be in breach of the Positive Behaviours Policy:
  - swearing or using aggressive derogatory, coarse or vulgar language;
  - personal attacks on students, staff and others;
  - harassing or threatening another person;
  - using SMS messages or social media platforms to send/share or post private information about another person, including photos;
  - taking or sending objectionable photos or images;



- downloading, saving or distributing or inappropriate, age restricted or objectionable material;
- downloading any files such as music, movies, videos, games or programs that would be considered a breach of the Copyright Act 1994;
- bypassing, or making an attempt to bypass, security, monitoring and filtering software that is in place at the College - this includes the use of proxy bypass utility applications.

### **Cyber-bullying**

Cyber-bullying may be considered a crime in Queensland if it involves the use of the internet or a mobile phone to:

- make threats: this can include trying to intentionally frighten, intimidate or annoy someone by threatening to hurt them; it is also illegal to threaten to enter or damage a property.
- stalk someone: stalking is when someone gets repeated attention that frightens or intimidates them.
- menace, harass or seriously offend someone: this can include sending offensive messages or making posts that make someone feel extremely angry, outraged, humiliated or disgusted (Jolly, P., 2019. Thynne and Macartney Lawyers)

### **Consequences for e-Device Use which does NOT meet College Behavioural Expectations**

- Unauthorised use of an e-device will result in its confiscation. A student involved in inappropriate use will be directed to Student Reception to hand in the e-device. At this stage the student will be issued with a PB (Positive Behaviour – Area of Improvement) slip. The student may collect her e-device at the end of the day. The receipt of 3 PB slips will result in a Community Service and parents will be contacted.
- If a student is found to be responsible for damage to College e-Devices, their family will be charged for repair costs. If illegal material or activities are involved, it will be necessary for the College to inform the police. Serious breaches of the Positive Behaviours Policy which also contravene this policy may result in a student's access to the College network being withdrawn.

### **Steps taken by the Colleges to protect the safety and rights of students when using e-Devices**

- Use of filtering and monitoring software to restrict access to certain websites and data.
- Monitoring of internet traffic and material sent and received across the Colleges' networks.
- Auditing of networks, internet access facilities and College e-devices. This may include any stored content, including email accounts. The College retains the rights and ownership of all data created or stored on the College network or College supplied resources.



**Appendix 2 – Student e-Device Agreement****To the student and parent/legal guardian/caregiver, please:**

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section in this agreement**

**We understand that Moreton Bay College will:**

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or school e-devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in the Student e-Device Policy
- Keep a copy of this signed e-Device Policy Agreement file
- Respond appropriately to any breaches of the Student e-Device Policy Provide members of the school community with cybersafety education designed to complement and support the Student e-Device Policy
- Provide an online reporting mechanism to facilitate the confidential reporting of cybersafety issues (i.e. Big Sister/Big Brother)
- Welcome enquiries from students or parents about cybersafety issues.

**Section for Student****My responsibilities include:**

- Reading the Student e-Device Policy carefully
- Adhering to the Student e-Device Policy whenever I use College e-devices
- Adhering to the Student e-Device Policy whenever I use privately-owned e-devices (including devices used as part of the BYOD Programme) on the school site, at home or at any school-related activity, regardless of its location
- Avoiding any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the College or other members of the College community
- Taking proper care of College e-devices. I know that if I have been involved in the damage, loss or theft of College e-devices, my family may have responsibility for the cost of repairs or replacement
- Asking the Associate Director of Information Services and Technology if I am not sure about anything to do with this agreement.

**I have read and understood my responsibilities and agree to abide by the Student e-Device Policy. I know that if I breach this policy and/or agreement there may be serious consequences.**

**Name of student:** ..... **Form class:** .....

**Signature:** ..... **Date:** .....

**Section for Parent/Legal Guardian/Caregiver****My responsibilities include:**

- Reading the Student e-Device Policy and this agreement carefully and discussing it with my child so we both have a clear understanding of their role in the College's work to maintain a cybersafe environment
- Ensuring this agreement is signed by my child and by me, and returned to the school (this whole page)
- Encouraging my child to adhere to the Student e-Device Policy
- Contacting the school if there is any aspect of the Student e-Device Policy or this agreement I would like to discuss.





## STUDENT E-DEVICE POLICY



I have read the Student e-Device Policy and this agreement and am aware of the College's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent: .....

Signature: .....

Date: .....