



ROBINA STATE HIGH SCHOOL

WHOLE SCHOOL MOBILE COMMUNICATION DEVICE POLICY

FUTURE-PROOFED STUDENTS WHO WILL THRIVE, FLOURISH AND MEET THE CHALLENGES OF TOMORROW



**STRONGER
TOGETHER**



**RESPECTFUL
RESPONSIBLE
RESILIENT
READY TO LEARN**



INTRODUCTION:

Robina State High School believes in future proofing all students. This includes the responsible use of electronic communication devices. The use of electronic communication devices can value add to learning experiences and promote social connectedness when used appropriately. Responsible and safe use is encouraged of all devices.

For the purposes of the document, 'Communication devices' are defined as any device which can transmit, store or record information in a digital format. This includes, but is not exclusive to mobile phones, smart watches, recording devices, laptops, tablets, digital cameras and other recording equipment.

Personal devices remain the responsibility of individuals at all times. Students are encouraged to keep devices in a secure place when not in use for a specified learning experience.

This policy has been developed in accordance with the Education (General Provisions) Act 2006 and the Department of Education, Training and Employment's procedure *SCM-PR-003: Appropriate use of mobile telephones and other electronic equipment by students*.

EXPECTATIONS OF ROBINA STATE HIGH SCHOOL STUDENTS:

All students of Robina State High School must adhere to our school values of Responsible, Respectful, Resilient and Ready to Learn when engaging with 'Mobile Communication Devices.'

At all times, student's mobile phone devices should not be visible in class unless being utilised for a specified learning task directed by the teacher.

No student should be listening to music, communicating online, gaming or engaging in social media during class time on their mobile phone, laptop or smart watch.

When entering the classroom, all personal headphones (AirPods, headphones etc.) must be completely removed from ears and uniform.

Students should not be photographing or videoing themselves or others whilst in school uniform, and uploading the content to social media. The inclusion of the Robina SHS logo (i.e. uniform) on any online or social media platform must have the principal's permission and be in line with our Student Code of Conduct.

It is **acceptable** for students at Robina State High School to utilise laptops / BOYD devices for:

- assigned class work and/or assignments set by teachers
- developing appropriate literacy, communication and information skills when set by teachers
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects with teacher permission
- communicating or collaborating with other students, teachers or experts in relation to school work at a time that is appropriate

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- accessing online references such as dictionaries, encyclopaedias, etc. with teacher permission
- accessing EQ emails, OneDrive or researching and learning through the department's eLearning environment with teacher permission
- be courteous, considerate and respectful of others when using a mobile device
- to have mobile phones switched off and placed the out of sight during classes.
- It is strongly encouraged to have all notifications on Smart watches switched off during class times.
- It is strongly encouraged that before and after school, and during lunch breaks devices are also completely out of sight unless being used for a school-based learning activity specified by the classroom teacher.

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

- use a mobile phone or other devices in an unlawful manner
- show or distribute inappropriate or unlawful content via airdrop, SMS, Social Media or any other online platform
- download, distribute or publish offensive messages or pictures
- use abusive, obscene, inflammatory, racist, discriminatory or derogatory language when communicating online
- use language and/or threats of violence that may insult or amount to bullying and/or harassment, or even stalking
- 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 any communication device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use any mobile device at exams or during class assessment unless expressly permitted by school staff.
- It is **not appropriate to record audio, film or photographic images** without the expressed permission of the subject and teaching staff. This constitutes an invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material will result in **disciplinary action** and contravenes the [*Invasion of Privacy Act 1971 \(Qld\)*](#)

APPROPRIATE USE OF SOCIAL MEDIA:

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for

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sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

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.

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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 principal.

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.

CONSEQUENCES FOR INAPPROPRIATE USE:

Consequences for students not adhering to the *Whole School Mobile Communication Device Policy* can include contact home to parents/caregivers, prevention from participating in school activities, detentions, suspension or further consequences. It could also include the temporary removal of student property in accordance with the *Department of Education's Temporary Removal of Student Property by School Staff Procedure, 2020*.

If a student does not comply with the college *Whole School Mobile Communication Device Policy*, the Principal, or delegated officer, may impose one of the following sanctions:

- Verbal warnings from classroom teacher and request for device to be placed completely out-of-sight, i.e. in school bag

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- Requests from classroom teacher for device to be placed on teacher desk
- Requests from classroom teacher for devices to be taken, temporarily removed and stored at the relevant school administration building as per the Temporary Removal of Student Property Procedure
- Communication home from classroom teacher, or relevant Phase of Learning team member.
- Referral by classroom teacher to Phase of Learning Head of Department for further consequences, inclusive but not limited to; detention, afterschool detention, internal suspension, external suspension and exclusion.
 - 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).

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