Introduction

1.1 State schools have delegated authority under the Education (General Provisions) Act 2006 to make reasonable rules about what students can and cannot bring to school. They can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students.

1.2 State schools may develop procedures addressing the acceptable use of personal technology devices by students at school or during school related activities (including school excursions, camps and extra-curricula activities).

1.3 Students are encouraged not to bring valuable personal technology devices like cameras, digital video cameras, MP3 players or mobile phones to school as there is a risk of damage or theft.

1.4 The use of mobile phones, pagers, portable CD and MP3 players, personal digital assistants and similar electronic devices in class is disruptive to the learning environment of all students.

Definitions

2.1 Parent – the recognized adult caregiver of a student who is under 18 years

2.2 Student – a person enrolled at Forest Lake SHS on a part or full-time basis

2.3 Principal - the person in charge of a State educational institution maintaining individual student records

2.4 School – all areas within the school boundary, school excursions, camps and extra-curricula activities, and school organised and supervised functions

2.5 Personal technology devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis®, laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, IPods® and devices of a similar nature.

Use of electronic devices including mobile phones

3.1 Students choosing to bring electronic devices to school are encouraged to hand them in at the main office (senior school students) or the middle school office (middle school students) on their arrival at school. A receipt will be issued. Phones and other devices can then be collected prior to leaving school in the afternoon.

Students who choose not to hand mobile phones in at the office should have them switched off and out of sight during class time.

3.2 Unless specifically supporting a curriculum activity and authorised in advance by the principal or delegate, the use of cameras, mobile phones, pagers, portable CD and MP3 players, personal digital assistants and similar electronic devices in class is banned as they may be disruptive to the learning environment of all students.

3.3 Electronic devices may be used by students during breaks (or spares) for legal purposes which do not interrupt the operations of the school and/or breach individual/group privacy entitlements. Such devices cannot be used for making or receiving phone calls or text messages, or making recordings including sound and images.

3.4 Recording voice and Images

Every member of the school 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 them being recorded without their knowledge or consent.
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 the school, by any means (including distribution by phone or internet posting), builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher.

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

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology 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, for the purpose of bullying 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 is a breach breach of this policy may be subject to discipline (including suspension and recommendation for exclusion).

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

3.5 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 at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

3.6 Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. 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.

3.7 Recording Private Conversations and the Invasion of Privacy Act 1971

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 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.

3.8 There are times when it is genuinely appropriate and beneficial for students to contact parents or caregivers eg students may need to contact parents in emergencies or to confirm or change a collection time after school. In such circumstances, students should approach the school office and seek permission to make a phone call using the school phone.

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1 Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
3.9 **Special Circumstances Arrangement**

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 a special circumstances arrangement with the Deputy Principal or Principal.

3.10 No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the department’s negligence.

4 **Consequence for non-compliance**

4.1 Students who deliberately breach this policy will be subject to disciplinary action consistent with the school’s Responsible Behaviour Plan for Students.

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

4.3 Staff will confiscate mobile phones used or seen in the possession of students during class time or while students are under the direct supervision of staff, unless prior permission has been granted (refer 3.2).

4.4 Staff will confiscate all unauthorised electronic devices if used by students during class time or at times when students have been advised in advance that the use of such devices is unacceptable.

4.5 Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. The device will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

4.6 Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

4.7 Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal. Parents will be notified and will be required to collect confiscated items from the school office at the end of the school day of second confiscation or at their convenience. Where parental hardship is established, the principal or delegate may give permission for a student to collect the confiscated item following negotiation with the parent.