



# Student Mobiles and Smart Technology Guidelines

Mobile phones and other digital devices have become an acceptable technological accessory for people of all ages to use to their own advantage. As in the wider society, so too this is the case increasingly in schools.

Brisbane Girls Grammar School (the School) recognises that there are occasions when it is genuinely appropriate and beneficial for students to have access to such devices. Students must learn how to use their mobile phones and other digital devices safely and with discretion. There are, however, occasions when the use of these devices by students is restricted.

Use of personal social networking sites at School, or at School Events, is a breach of the *Acceptable Use of the Network Policy (Students)*. Images and/or recordings of students in identifiable School uniform, facilities or resources associated with personal accounts is a breach of the *Social Media Policy (Students)*. The complete policies are available on Mineva.

## 1 Student Guidelines

- (a) All students are permitted to bring a mobile phone and smart technology device to School, at the owner's risk. The security of the mobile phone or smart technology device is the responsibility of the owner. School resources will not be allocated to finding a device that is lost or allegedly stolen.
- (b) Students in Years 7 to 11 are not permitted to take their mobile phone to class or use them during School hours (8.20 am to 3.10 pm), including break times. They must lock them securely in their lockers, on 'off' mode.
- (c) Students in Years 7 to 12 are not permitted to take wearable devices, such as a smart watch, to class or use them during School hours (8.20 am to 3.10 pm), including break times. They must lock them securely in their lockers, on 'off' mode.
- (d) Students in Year 12 are able to carry a mobile phone in their School book bag during School hours (8.20 am to 3.10 pm). Mobile phones should not be carried in the School uniform pockets.

Mobile phones may be used by Year 12 students discreetly at the student's locker at break times.

Mobile phones must be switched off during School hours, including in all School Assemblies, Year Level gatherings and other formal School occasions.

The teacher's permission should be sought if the student wishes to use her mobile phone in class for any particular learning purpose.

Should the student ask to go to the bathroom during class, the student's mobile phone must remain in the classroom.

- (e) Mobile and smart technology are not permitted in test/examination rooms.
- (f) Misuse of a mobile phone may result in a student's mobile phone being confiscated and appropriate consequences put in place.
- (g) Staff on duty will enforce mobile phone-free breaks. Names of students found using their mobile phones during breaks, except Year 12 at their lockers, should be passed onto the Head of House.
- (h) Mobile phones may not be used for payment at the P&F Uniform Shop, School Café, Tucker Up and Tucker Down.
- (i) Laptops are only to be used when sitting at a desk or table, for education purposes only.

- (j) Mobile phones or other devices should not be connected to a speaker device or ear phones unless teacher's permission has been granted.
- (k) Mobile phones and other devices must never be used to abuse, threaten or harass others. Threats made using a phone or other device must never be ignored and should be reported to a parent or a Head of House.
- (l) If a student does not follow these guidelines, she will be referred to her Head of House.

## 2 Exceptions

Students who require a mobile phone or smart watch for medical reason (e.g. to monitor their blood glucose levels).

Students who require a mobile phone or smart watch for Individual Learning Plan strategies (e.g. cognitive learning disability).

## 3 Review and monitoring

This document shall be reviewed every year or in the event of any information, incident, legislative changes or organisational practice that would demonstrate the need for a review.

<b>Document title</b>	Student Mobiles and Smart Technology Guidelines	<b>Author</b>	Deputy Principal
<b>Version</b>	2	<b>Approval</b>	Principal
<b>Distribution</b>	Minerva	<b>Date</b>	November 2023