

**POLICY TITLE:** Personal Use of Communication Devices Plan (Red Hill School)

**PUBLISHED:** April 2024

RE: Implementation of *Personal Use of Communication Devices in ACT Public Schools Policy*

As part of our commitment to ensuring a safe and conducive learning environment, we would like to bring to your attention the following policies and procedures regarding the use of electronic devices on school grounds. The policy will take effect from the first day of term 1, 2024.

The policy means that students may not use or access their personal electronic device at all during the school day unless they have an explicit exemption.

A copy of the Personal Use of Communication Devices in ACT Public Schools Policy can be accessed on the Education Directorate's website [Personal Use of Communication Devices in ACT Public Schools Policy - Education](#).

### **Device Responsibility**

We prefer that students do not bring their personal communication devices to school. If students do bring their devices<sup>1</sup> to school, the responsibility for these devices rests solely with the students. The school cannot be held accountable for any loss or damage that may occur while the devices are on school premises.

### **Device Storage**

Students in years P-10 are required to adhere to designated storage protocols for their devices during the school day.

- Upper primary students (year 5 and 6) are required to use the lockable BYOD cupboards in their classrooms.
- Students in other year levels are expected to hand their device to their classroom teacher or front office staff to be locked away safely for the duration of the school day (9.10am-3.15pm).

### **Alternative Contact Means**

In case of urgent matters that arise during the school day, students have the option to contact their primary caregivers through alternative means. The school office serves as the primary point of contact:

- Phone: 614 20960
- Email: [info@redhillps.act.edu.au](mailto:info@redhillps.act.edu.au)

### **Behavioural expectations**

The school's student management policy emphasises Positive Behaviour Intervention and Support (PBIS) principles, focusing on teaching and reinforcing Positive Behaviours for Learning (PBL) expectations.

At school students are expected to:

- Follow adult instructions about personal communication devices.
- Keep mobile phones and smart watches at home.

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<sup>1</sup> Devices include BYOD devices for learning and personal communication devices such as Smart watches and mobile phones.

- Lock mobile phones and smartwatches away in the classroom or at the front office between 9.10am and 3.15pm.
- Keep mobile phones and smart watches in their bags between arriving at school and 9.10am.
- Use Chromebooks, iPads and/or laptops for learning purposes only.

Students are expected to comply with these behavioural expectations, and non-compliance will be addressed in accordance with the school's disciplinary procedures outlined in the student management policy:

[Relational Policy and Procedures 2019.pdf \(redhillps.act.edu.au\)](#).

### **Exemptions**

Parents/carers can apply for an exemption by submitting an ACT Education Directorate Exemption Request form to the school or via email on: [info@redhillps.act.edu.au](mailto:info@redhillps.act.edu.au).

- Students who require watches or smart phones to communicate with family members outside school hours do not require an exemption. However, as per the *Personal Use of Communication Devices in ACT Public Schools Policy*, these devices should be locked away in classrooms or at the front office during school hours.

Note: Parental controls, or other type of controls, can be applied to phones and smart watches. While these controls can be useful in specific use cases, students can often find ways to override them. The use of smart devices with a parental control does not make them exempt from the current policy.

- Students in the upper primary years (5 and 6) do not require an exemption to bring a device to school for learning purposes, provided they have returned signed copies of the BYOD Essential Agreement and ICT Code of Practice. This exemption only applies to Chromebooks, laptops and iPads.

### **Review and Improvement**

To ensure the effectiveness of these policies and identify areas for enhancement, our school will review device storage, and communication protocols and implementation procedures. This ongoing evaluation aims to refine our practices and ensure their alignment with the evolving needs of our school community.

We encourage you to familiarise yourself with these policies and actively participate in promoting a secure environment conducive to learning.

Thank you for your cooperation and support in maintaining a positive educational experience for all our students.

Sincerely,

Louise Owens

Principal