



## MOBILE PHONES & OTHER PERSONAL DIGITAL DEVICES POLICY

All Queensland state school students are required to keep their mobile phones and other personal digital devices\* switched off and 'away for the day' during school hours. Harristown State High School is committed to implementing Education Queensland's 'Away for the Day' policy. Implementation of this policy is to maximise student learning time without distraction and to align school procedures with Queensland Government expectations.

The use of mobile phones and other personal digital devices\* by students is strictly prohibited. This policy commences daily at 8.30am, whereby a notification/sound will be used to signify that mobile phones and other personal digital devices are to be out of sight. This policy will cease daily at the point students are released from class at the end of the school day.

An exception to this policy will apply if:

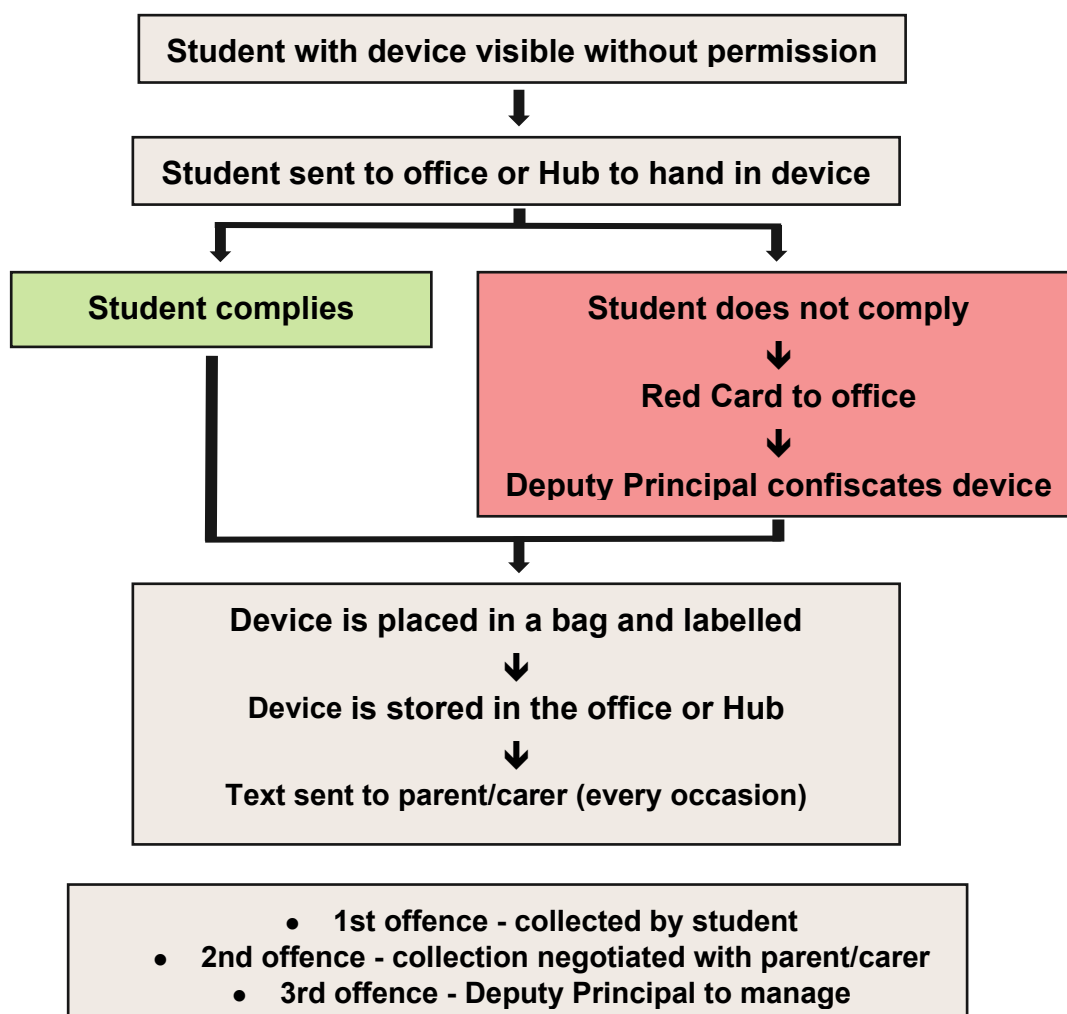
- A Head of Department has given permission for a mobile phone or other personal digital devices to be used in a classroom. The use of the digital device is to be linked directly to the learning and teaching in that subject.
- A Deputy Principal has given permission for a mobile phone or other personal digital devices to be used in specific situations, based on medical advice (student will be issued a card in this instance)
- A student is standing in the designated phone access area at the canteen, which is marked clearly with painted lines. This area is to be used for the transfer of funds and / or purchasing of canteen items only.

### Procedures

- At 8.30am, students are to turn off mobile phones and other personal digital devices. A notification/sound will be used to remind students of this expectation.
- From this point in time, students are required to keep mobile phones and other personal digital devices out of sight.
- A sign will be displayed during class to indicate that mobile phones and other personal digital devices are in use – this only occurs with prior approval from Head of Department.
- Students wishing to have their mobile phone or personal digital device stored safely at school can present them to the office or Hub, where the device will be labelled and kept by the school until collected.
- The flowchart below illustrates the procedures to follow if incorrect use of mobile phones and other personal digital devices occurs.



## Flowchart



## Liability

Mobile phones and other personal digital devices are brought to school at their owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any device.

*(This policy has been developed in accordance with Department of Education School Management Policies and Procedures: Student Code of Conduct, Student Discipline and Temporary Removal of Student Property by School Staff,*  
<https://intranet.qed.qld.gov.au/EducationDelivery/educationandict/Pages/student-use-of-mobile-devices.aspx>)

*\*Personal Electronic Devices include, but are not limited to, games devices (such as portable gaming devices, laptop computers), cameras and/or voice recording devices, mobile telephones, and devices of a similar nature. This policy also relates to Bluetooth / wired / earbud headphones.*