



—
All She Can Be®
—

STUDENT SMART DEVICE POLICY 2020

1. PURPOSE OF THE POLICY

The Glennie School is implementing this policy to ensure responsible use of smart devices and positive communication by students on school premises and on school-related activities.

2. SCOPE

The policy applies to Prep - 12 students of the School while they are in class, on school grounds or involved in school activities on or off campus, regardless of whether they are connected to the School's network or not.

3. DEFINITION

A 'smart device' is an electronic device, generally connected to other devices or networks via different wireless protocols.

Smart devices include, but are not limited to:

mobile phones, tablets, smart watches, smart bands (fitness trackers)

4. RATIONALE

The ownership of smart devices requires that school administrators, teachers, students and parents take steps to ensure that smart devices are used responsibly. While it is acknowledged that providing a child with a mobile phone, and other means of communication gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the school day when students have access to school phones and personnel.

At the same time, it is acknowledged that senior students, in particular, may be involved in traineeships, university programs and other activities which take them away from the school campus on a regular basis. This may involve the need for a mobile device for personal use. The School recognises the place of such technologies in the learning processes of a 21st century classroom; as such students may be granted access to the school's wireless network for educational purposes.

The policy of The Glennie School is to allow the use of smart devices, including mobile phones within the following constraints.

5. INFORMATION FOR PARENTS

Mobile phones are not a required device.

Parents and girls must use the School for communication during the day. Parents are reminded that in the case of emergency, the school reception remains a vital and appropriate point of contact.

6. POLICY FOR STUDENTS

- Smart devices should be kept in student lockers at all times before and during school hours and not accessed during breaks, classes, study sessions or examinations.
- Use of personal devices is governed by the [Responsible Use Agreement](#) and [Student Cybersafety Policy](#).
- The use of smart devices in class is only acceptable with the express permission of the classroom teacher.
- Students will not have their mobile phone in class unless requested, at least one day ahead by the teacher, it will otherwise be locked in their locker.
- In the Junior Years, the girls will drop off their device to the Junior Years Reception on arrival in the mornings and collect it again after school.
- Students should be aware that answering, or responding to calls, texts, or social media interactions or using personal smart devices for any purpose aside from those directed during lesson time will lead to confiscation for the rest of the day, in line with the School's Behaviour Management Procedures. The confiscated item will be labelled with the student's name, and handed in at the Academic Administration Office, to be collected from the Head of Middle and Senior Years at the end of the school day. An email will be sent to parents/guardians. Repeat offences (confiscated three times) will require parents/guardians to collect the device from the School.
- During examinations, special conditions apply as outlined in the Examination Procedures document.
- Smart devices may be taken on excursions/sporting trips ONLY at the discretion of the organising teacher, but are not to be used at any time unless directed by the teacher. Inappropriate use of phones will result in confiscation.
- It is a criminal offence to use smart devices to menace, harass or offend another person. Students will have their phones confiscated for a period decided by the Principal and their right to have a phone at school will be revoked, if they use their phones to engage in the any of the following:
 - personal attacks
 - harassing another person
 - posting private information about another person using SMS messages
 - taking or sending photos or objectionable images
 - bullying other students
 - using vulgar, derogatory, or obscene language while using a mobile phone
 - filming or still photography of people or activities without their permission

Students should note that, in extreme cases, the School may consider it appropriate to involve the police.

7. INFORMATION FOR STAFF

- Use of devices in class is only allowed given the teachers' express permission to students.
- Staff need to give a day notice that students' smart device will be used in class. This includes notifying the Senior Residents in Boarding Houses, as Boarders may otherwise arrive without devices. Note - a blanket "bring it every lesson" will not suffice.

- Teachers are expected to confiscate smart devices if they are seen during school hours, including break times, classes, study or examinations. They must be clearly named and handed in at the Academic Administration Office/Junior Years Reception.
- Devices will only be used in class where they assist the learning program, for example:
- Filming of self for practical subjects, such as PE. Students must be conscious of content and its appropriateness to the school setting.
- Audio recordings (eg for Languages).
- Apps as directed by the teacher (Apps should be free, and be able to be used in a group activity so students without devices are not disadvantaged).

8. SECURITY

- Students are responsible for the security of their mobile phones.
- The School provides a locker and/or safe storage for the security of personal items and valuables which includes mobile phones and accepts no responsibility for their loss or damage.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access cannot be made to their devices. Students must keep their passwords/pin numbers confidential.

9. NETWORK ACCESS

- Students will need to provide information about their device(s) to IT to have them configured to the network.
- Students may not provide network access details to any other person. Doing so will result in removal of access to the school network.

10. NOTES

- Parents may be given access to guest networks at School functions if needed, however it is not the policy of the School to provide network access to parents generally.
- Boarding students must be aware of and adhere to the Boarding Policies concerning personal devices when within that domain of the School.

11. QUESTIONS

If you have any questions regarding this policy, please contact the Head of Middle and Senior Years in the first instance, businessoffice@glennie.qld.edu.au or telephone 07 4688 8888.

12. PUBLICATION AND REVIEW DATE DETAILS

March 2019

Review by March 2020