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# MANAGING ELECTRONIC DEVICES POLICY

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## PURPOSE

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The purpose of this policy is to ensure responsible use of mobile phones and other electronic devices by students on College premises and at College related activities.

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## SCOPE

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This policy applies to students of Australian Trade College North Brisbane whilst they are participating in the College's Education Program (including Essential Learnings, Trade Training and Industry Work Placement), on College grounds or involved in other College-related activities held on or off campus.

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## POLICY

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### RATIONALE

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In a world that is increasingly connected, Australian Trade College North Brisbane (ATCNB) takes a proactive approach to ensuring students are taught about the appropriate and safe use of personal technologies through curriculum programs and through our policies and procedures. The focus on personal responsibility around appropriate and safe use of these technologies is considered to be central to embracing our sense of community while at College, and enhanced in industry placements. Some electronic devices create unnecessary learning distractions, safety risks in workshop and worksite environments and are one of the main reasons a student's apprenticeship or traineeship employment contract is cancelled.

ATCNB has a policy of no mobile phones and electronic devices (including headphones). This does not include laptops or tablet computers that are being utilised as part of the College's prescribed learning program. If a parent / guardian needs to urgently contact a student during the College day, they are able to contact reception and a message will be forwarded onto the student directly. Students will have access to their personal electronic devices before and after school, and during scheduled breaks (i.e. morning tea and lunch).

It is acknowledged that senior students, in particular, are more mobile through their involvement in work experience, school-based apprenticeships and traineeships, and other activities which take them away from the College campus on a regular basis.

The policy of ATCNB is to allow the use of mobile phones in limited circumstances to support the connection to industry work placements outlined below.

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### ACCEPTABLE USE

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1. The use of mobile phones and other electronic devices during Essential Learnings and Trade Training session time is not acceptable under any circumstances. This includes, but is not limited to, calculator applications, voice calls, messaging services, internet, social media and Bluetooth applications.
2. All students are required to place their electronic devices in the secure wall cabinets located in every classroom and training workshop at the start of each session. Teachers and trainers will secure the cabinets at the beginning of a session, and then unlock the cabinet at the end of a session.

3. Headphones and earphones are not to be used or visible during Essential Learning or Trade Training. Earphones are not to be left in or around ears, stored in pockets or under shirts as they are a distraction to learning and present a significant safety risk.
4. Students found to be using or accessing smart watches to engage in social media and / or texting during session times will be required to submit their device to the College reception.
5. Devices are not to be charged in classrooms or trade training workshops. Charging stations are available beside the Café Tech for students to utilise before and after school, and during scheduled breaks.
6. Students are able to use electronic devices under the strict supervision of a teacher or trainer if they are required for educational purposes. Teachers and trainers will unlock the classroom / workshop cabinets to release devices expressly for such purposes
7. Students are able to use their mobile phone under the strict direction of College staff to contact employers regarding work experience, job trials or apprenticeship and traineeships. If a student is expecting a call from an employer, they must communicate and negotiate this at the start of a session with their allocated teacher or trainer.
8. Students are required to place smart watches in the secure cabinet in their classroom or workshop, or at reception when undertaking assessment.
9. Students must limit their device use while attending work experience or apprenticeship and traineeship days to scheduled breaks only. Students should discuss appropriate usage with their employer before commencing the placement.
10. It should be noted that it is a criminal offence to use mobile phones or other electronic devices to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using social media or messaging services, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the College Administration, and their right to have a phone at the College will be revoked. Students should note that, in some cases, the College may be required to refer the matter to the police.

## **PROCEDURES – CLASSROOM / WORKSHOP**

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- On a rare occasion, where a student genuinely forgets to place their device in the secure cabinet and is not actively using the device, the teacher or trainer will unlock the cabinet for the student to secure the device without consequence.

### First Offence:

- If a student is found using a device without permission during session time (including whilst going to the bathroom or getting a drink), or refuses to secure their device in the classroom / workshop cabinets, the student will be referred to the Head of Department Senior Schooling or Head of Department VETiS. The device will also be confiscated for the remainder of the College day. This will be recorded as 'refusal to follow a reasonable instruction' on the student's behaviour record. Students will lose their morning tea and lunch breaks and will be required to write out the Policy document.

### Second Offence:

- The device will be confiscated and the student referred to the Assistant Principal and dealt with as above. This will be recorded as a 'repeated refusal to follow a reasonable instruction' on the student's behaviour record. The student will be required to submit their device to the College reception at the start of each day for a four (4) week period, and can collect it at the conclusion of each day

#### Repeated Offences:

- Repeated offences will be referred to the College administration and will result in the student being given a Wednesday detention or suitable community service program. This will be recorded as failure to comply with College rules, and repeated failure to follow a reasonable instruction and for behaviour which impacts on the good order and management of the College. Continued repeated refusal and non-compliance with College requirements for electronic devices will result in suspension. On return from suspension, the student will be required to leave their mobile phone or electronic device with the Principal during session time for the duration of the College day. The Principal will personally guarantee the security of their device. This will be a requirement for the duration of the College term (minimum 4 week period - if near the end of term).

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### SECURITY

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1. Students are responsible for the security of their mobile phones / electronic devices whilst on College property.
2. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones / electronic devices.
3. The College accepts no responsibility for the loss of mobile phones / electronic devices stolen while travelling to or from College.
4. Devices should be kept in a secure place at all times during College hours.
5. It is strongly advised that students use passwords or a PIN code to ensure that unauthorised phone calls or activity cannot be made on their phones. Students should keep their passwords/PIN code strictly confidential.
6. Mobile phones / electronic devices which are found in the College and whose owners cannot be located should be handed to reception.

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### RESPONSIBILITIES

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1. It is the responsibility of students who bring mobile phones / electronic devices onto College premises to adhere to the guidelines outlined in this policy document.
2. Permission to have a mobile phone / electronic device at College or whilst under the College's supervision is contingent upon adherence to this policy.