



Glenmore State High School

Mobile Phones and Wearable Device Policy and Procedure

Policy

The Queensland Government is committed to reducing the distraction of mobile phones and other devices to provide optimal learning environments for all state school students.

'Away for the day' supports a focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.

From the first day of Term 1 2024, there will be a full ban on student mobile phones and certain wearable devices, such as smartwatches. These devices will need to be 'away for the day', including during break times.

This procedure outlines how Glenmore State High School will enact this Queensland Government procedure.

Students of Glenmore State High School are to have phones off and away during the school day. From the time students enter the school gates in the morning to the time they leave, their phones are not to be seen, heard or cause any disruption or distraction (e.g. notifications, noises or vibration to the phone or other wearable devices).

The Queensland Policy on Mobile Phones extends to "wearable devices". Wearable devices include, but are not limited to, smart watches and ear phones. Notifications from phones to wearable devices are to be disabled during school time and ear phones are not to be used for anything other than learning.

This School policy is how Glenmore State High School plans to implement this state policy.

For further details relating to the Queensland Governments position on mobile phones in school please go [here](#).

School processes

Students who choose to bring mobile phones to school must have them switched off and out of sight for the day as soon as they walk in the school gates. The school will have mobile phone lockers that can be hired for the year for a student's individual use or a student can place their phone in their bag or in their pockets.

For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Students will be permitted to bring phones and wearable devices to school so that they can contact their parents or carers immediately before or after school hours.

Parents and carers will be able to contact their child during school hours using the school's existing communication channels. Should a parent need to communicate with their child then the current process is to contact the office on 07 4923 0333. Use of a student's mobile phone to communicate with parents will be considered a breach of this policy and subject to the enforcement process.

There are mobile phone lockers located at student administration for phones to be secured for the day if students choose or for when mobile phones are confiscated due to use during the school day. Students will be able to hire these lockers for a year.

Students will not be able to use their phone to tap and pay for items at the tuckshop or office. Therefore, to prevent the use of this technology students are encouraged to:

- have chip activated debit cards
- utilise the online ordering for the tuckshop to order and pay for food before they come to school
- make office payments through the B-Pay details provided on the invoices
- bring sufficient cash, should they not use any of the above methods.

Students who fail, or refuse, to follow these school processes will be subject to the conditions and processes outlined in the enforcement section of this document.

Exceptions

There are some situations where exemptions may be granted. Please note that such exemptions are made in advance and are approved by the principal or deputy principals only.

Any exemptions will be documented on OneSchool as a Personalised Learning Record with the supporting evidence, related grounds and conditions of use.

Exemptions may be granted on the following grounds and conditions:

- Medical grounds - The exception will only be grant when documented support from an external medical or allied health professional is provided. Medical conditions include, but are not limited to:
 - Diabetes
 - Mental health management
- the device is used for a specific purpose for a student with a disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- An offsite excursion where the use of mobile phones is identified as a risk management strategy. This exemption will be communicated within the excursion permission letter.
- Some of the vocational education and training courses and other external training organisations that require the use of online learning platforms that are blocked by Education Queensland network filters.

All exemptions must be applied for through using the Mobile Phone Exemption Request (Appendix A) and supported with evidence from a suitably trained professional which will be considered for endorsement by the principal.

Exclusions

Students undertaking workplace learning activities, school-based apprenticeships, work experience or a VET course offsite must comply with the policies of the individual workplace or training organisation.

The mobile phone policy does not apply for activities outside of school hours:

- out-of-school-hours care (OSHC)
- out-of-school-hours events
- travelling to and from school.

Secure storage

Mobile phones owned by students are brought to schools at the owner's risk. Please refer to the department's Claims for Property Damage and Medical Expenses policies.

Where students bring a mobile phone to school, the school is providing the option for secure storage. This secure storage cannot be readily accessed by those without permission to do so.

Enforcement

Glenmore State High School will enforce this policy through our Student Code of Conduct and in accordance with the Student Discipline Procedure.

Consequences will apply on a case-by-case basis with considerations given to the significance of the use, the frequency of mobile phone breaches and compliance with staff instructions.

Where students fail to comply with the school procedures, any one or a combination of the following may be applied: re-teaching our expectations, detentions, after school detentions, confiscation ranging in time and possible suspensions.

Office Confiscation

When a student's phone is seen or in use, or wearable device in use, the consequence will be confiscation to the office. These will be returned to the student or parent/carer at the end of the school day after 2:55pm or when the student is signing out for the day. This is to support student safety when travelling to and from school.

Students will bring their confiscated device to the office where it will be locked in secure storage until it is collected by the student at the end of the school day. This confiscation will be recorded in DayMap and a slip provided to the student to show the staff member who instructed the student.

Multiple Office Confiscations

Students that repeatedly breach the mobile phone policy will be re-taught the mobile phone expectations and be required to sign an acknowledgement that they understand the mobile phone expectations at Glenmore State High School.

A Deputy Principal or the Principal will determine when this re-education is to occur and if additional consequences are required.

Some students that repeatedly breach the mobile phone policy will be required to hand their mobile phone each day for 5 consecutive days for office confiscation. They will be expected to hand it into the office when they arrive and pick it up at 2:55 pm. This consequence will be in negotiation with their parent/carer and will be reserved for a final intervention before suspension.

Suspension

Suspensions are to be reserved for serious misuses of a mobile phone in schools that:

- meet the grounds for suspension, for example, cyberbullying or recording and distribution of inappropriate video or images.
- Display a pattern of failure to adhere to the mobile phone policy and therefore refusing to follow a school process.
- are a last resort option that is considered after alternative interventions and support have been provided to the student to address the reasons for the behaviour associated with mobile phone use.

For further information refer to the [Student Discipline procedure](#)

Reports to external agencies

Reporting of some incidents involving mobile phones to a relevant authority may be necessary. In situations such as these the Queensland Governments; [Disclosing personal information to law enforcement agencies procedure](#) and [Student protection procedure](#) will be strictly adhered to.



Glenmore State High School
 Farm Street, North Rockhampton 4701
 Box 5822, Red Hill, North Rockhampton 4701
 E. the.principal@glenmoreshs.eq.edu.au
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The Glenmore High Dragon symbolises strength, courage and endurance together with good fortune and success

Appendix A Mobile Phone Exemption Request

Student Name:						
Parent/Caregiver Name:						
Year Level (Please tick)	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
Reason for the Exemption Request (Please ensure that supporting evidence is attached)	Please tick one:					
	<input type="checkbox"/> Medical			<input type="checkbox"/> Translation		
	<input type="checkbox"/> Student with Disability			<input type="checkbox"/> Student is a Parent/Primary Carer		
Parent/Caregiver Signature:				Date		
Student Signature:				Date		

Office use only	
Exemption Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason if not approved	
Principal Signature	
Date	
Recorded on DayMap	<input type="checkbox"/> Yes <input type="checkbox"/> No
PLR in OneSchool Recorded	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Appendix B Student Mobile Phone Behaviour Contract

Glenmore State High School believes that every student deserves the opportunity to have the Mobile Phone Policy and Procedures re-taught to them. If a student has been taught the mobile phone expectations and continue to fail to comply then the following Behaviour Contract will be enacted.

The school will provide students with:

- A secure location where they can lock their phone every day
- Access to a member of the support staff (e.g., Nurse, Social Worker) for sessions on mobile phone addiction
- Constant monitoring and reinforcing of the expectations by staff

As a student of Glenmore State High School, I agree that:

1. I know phones must be “off and away” during the school day. _____ (Student initials)
2. I have been taught by staff the mobile phone expectations. _____ (Student initials)
3. I know that if I continue to be seen with my phone, I am choosing further discipline consequences (long term confiscation, detentions, suspension). _____ (Student initials)

I am fully aware of the expectations of Glenmore State High School Students’ phones are “Off and Away” and am willing to take responsibility for my actions in regards to this. By signing this Student Mobile Phone Contract, I agree to fulfill the responsibilities and obligations required of me.

I, _____ (student name) agree to the above conditions and accept the responsibilities, expectation and consequences of mobile phone use by students at Glenmore State High School.

Student Signature

Date

As a parent/carer, I agree to assist _____ (students name) to follow Glenmore State High School Mobile Phone Policy.

Parent/Carer Signature

Date

As a staff member of Glenmore State High School, I _____ (staff members name) agree to having taught and reinforced the Glenmore State High School Mobile Phone Policy to _____ (student names) and _____ (parent/carer name) and have offered/arrange the supports outlined above.

Staff Members Signature

Date

Appendix C Confiscation Flowchart – Staff Use only

