



**Caloundra City
Private School**

Acceptable Use Policy for Mobile Phones and Other Electronic Devices

Last Review: July 2026	Constructed / Reviewed by: Russell Kennedy Lawyers and Company Secretary
Next Review: July 2028 (and every two years thereafter in accordance with the School's review cycle, or more frequently as required)	Approval Required: Risk and Compliance Committee and CCPS School Board
	Board Sign Off Date: 22 nd July 2026 Implementation Date: 22 nd July 2026

1 Purpose

Caloundra City Private School (**the School**) is aware that mobile phones and other electronic devices (“**personal ICT devices**”), when used appropriately, offer students and parents advantages in terms of communication and a sense of personal safety. They can also be used in a range of learning activities.

However, personal ICT devices can also have a negative impact on the learning environment and the safety and wellbeing of students. For example:

- they can sap attention and cause a tempting distraction for students in the classroom and also during scheduled breaks;
- they are valuable items that can easily be lost, stolen or damaged in a school environment; and
- they can be used inappropriately to bully, intimidate or harass people, which can have serious consequences.

In that context, while there are undeniably benefits in allowing a student to have access to their mobile phone or other electronic device at the School, the right of a student to have that access must be balanced with the responsibility to use it appropriately.

The School is committed to educating its students about the appropriate use of personal ICT devices and implementing best educational practice in regard to their place in the school environment. The School has a duty of care to ensure the safety of students at all times. Reducing use of personal ICT devices is one way in which the School can protect students from threats such as cyber bullying, inappropriate material and the potentially negative influence of social media.

This policy outlines the School’s expectations of students, staff and parents when it comes to students using personal ICT devices, and the procedure for situations where a student misuses their phone or electronic device.

2 Scope

This policy applies to students enrolled at the School. A Year 12 student is considered to be enrolled until the business day after the completion of their final exam or their final attendance at a School day or formal event in their capacity as a student.

The application of this policy is not limited to the School’s site and operating hours. It extends to all activities and events that are school-related, including when students are:

- on school grounds;
- at any School-related activities or representing the School (including for example camps, events, excursions, incursions, retreats, sport, awards nights);
- representing the School, including when off campus, or in a digital environment;
- travelling to and from school, as well as to and from off-site activities;
- wearing the school uniform;

- under the School's legal duty of care; or
- otherwise engaging in behaviour which in the reasonable opinion of the School may affect student health and safety, student relationships, staff health and safety, staff-student relationships, or the reputation of the School.

If there is any inconsistency between this policy and the *Student Code of Conduct*, the expectations and processes set out in the *Student Code of Conduct* apply. The *Student Code of Conduct* is an overarching summary of the School's expectations and processes regarding student behaviours.

3 Definitions

This policy refers to personal ICT devices, and this term incorporates the use of devices including, but not limited to, mobile phones, iPods, tablets, smart watches, wireless earbuds and headphones, digital cameras, smart glasses and electronic gaming devices.

Parent includes a guardian or carer, and 'parents' has a corresponding meaning.

Staff and **staff members** include Board members, the Principal, employees, volunteers, contractors, and other authorised personnel required to perform functions on the School's premises, or at school-organised activities and events.

Student means a child under 18 years of age, and any student at the School over 18 years of age, and 'students' has a corresponding meaning.

4 Expectations

Students must sign and return a *Responsible Use of ICT Devices Agreement* before they are permitted to bring their mobile phone or other electronic device to the School.

Students are expected to ensure that any use of their mobile phone or other electronic device is in accordance with the School's rules, values, expectations, policies and procedures at all times.

5 Inappropriate Use of Personal ICT Devices

Students must not use personal ICT devices in a manner which:

- disrupts or is likely to disrupt the learning environment;
- interferes with the operation of the School;
- threatens or is likely to threaten the safety or wellbeing of any person;
- breaches any law;
- infringes the privacy of any other person (including taking, distributing, posting, sharing or altering images, videos or audio recordings of other people without their permission);
- bullies, intimidates, humiliates or otherwise harasses other people; or
- is otherwise contrary to this policy or any other policy, and particularly the *Student Code of Conduct*.

6 Mobile Phone and Other Electronic Device Use – Prep to Year 12 Students

On arriving at School, students must turn their personal ICT devices off and keep them out of sight in the student's bag or locker. Students are not permitted to have personal ICT devices with them in class, unless in the rare case that an exception is provided expressly by the School.

Students must never lend a personal ICT device to another student (regardless of whether it is for calls, text messaging or for use as a camera or video recording device). Students must not make contact with home or an external person/company during school hours without first obtaining permission from their classroom teacher.

Any inappropriate use of mobile phone or other electronic devices will be recorded on the student's record of behaviour.

Please note that a subject teacher may occasionally inform students that they may use their mobile phone or other electronic devices for subject-specific educational purposes – for example digital documentation of work in practical subjects. In those circumstances, the teacher will provide students advance notice that they are permitted to use their personal ICT device for the limited purpose of completing the class work. Any student found to be accessing content that is not relevant to the class may be subject to consequences, including those outlined in the *Student Code of Conduct*. Students will be required to return their personal ICT device to their bag or locker after the activity has ended.

7 Personal ICT Devices during Excursions (including Sport) and Events

Students are not permitted to use their Personal ICT devices during excursions, incursions or other school-related events unless they have permission from the supervising teacher to do so.

Any use permitted must be in line with the School's expectations of appropriate use as outlined in this policy and the *Student Code of Conduct*.

8 Responsibility for Personal ICT Devices

Students bring their personal ICT devices to School at their own risk – the School and its staff will not accept any responsibility for loss or damage to personal ICT devices that occurs in connection with the School, or for investigating such loss or damage.

9 Consequences for Breach

Where a student uses their personal ICT device in breach of the School's policies (including this policy and/or the *Student Code of Conduct*), a member of staff will immediately request the device to be switched off and handed to them. A failure to promptly hand the mobile phone or other electronic device to the staff member will result in additional disciplinary action.

The confiscated personal ICT device will be taken to the Student Hub who will store it securely. The School will not attempt to access any content on the mobile phone or other electronic device when it is confiscated.

The confiscation will be recorded, and the student can sign their personal ICT device out at the end of the school day. However, in the case of repeated confiscations of a student's personal ICT device, the School will require the student's parent(s) to come and collect in person.

Any inappropriate use of a mobile phone or other electronic devices will be recorded on the student's record of behaviour. It may also lead to other disciplinary action, in accordance with the *Student Code of Conduct*.

If a mobile phone or other electronic device is used by a student during an assessment, they may lose marks for the task, in addition to any disciplinary consequences.

If a mobile phone or other electronic device is suspected to contain illegal content, it will be secured by the supervising staff member and the Students' Parent will be contacted. As above, the School will not attempt to access any content on the mobile phone or other electronic device when it is confiscated. The School is committed to complying with its mandatory reporting obligations, including by making a report to police if required.

10 Contacting Students During the Day

Parents are asked to contact the School on +617 5437 5800 if they wish to send a message to their child, rather than calling them or texting their child on their mobile phone or other electronic device whilst they are at School.

If a student has special circumstances requiring the use of their mobile phone or other electronic device during school hours (e.g. health issues), the Student or their Parents should contact the Student Administrator to request an exception, who will grant permission where appropriate.

Parents should otherwise note that in the case of an emergency, the School remains the most appropriate point of contact to reach their child.

11 Implementation

This policy is implemented through a combination of:

- staff information;
- student *Responsible Use of ICT Devices Agreements*;
- effective student supervision;
- effective incident notification procedures;
- effective communication procedures;
- effective management of student use of their mobile phone or other electronic device in breach of the School's values, expectations, policies and procedures;
- effective record keeping procedures; and
- initiation of corrective actions where necessary.