Electronic Devices are learning tools that must be used wisely.
All classes must function in a manner where students and teachers are engaged in teaching and learning without unnecessary distraction. It is also the right of every student to be free of bullying and harassment caused by the use of electronic devices.

Biloela State High School has established the following policy for electronic devices that provides teachers, students and parents with guidelines for the appropriate use of electronic devices during school hours, or during school activities. These devices must not be used in the Administration building.

Policy

- The use of mobile phones to call or text others is **NOT permitted in class** as it disrupts the learning process. All such devices should be turned **off** or in **flight mode** and kept out of sight during lessons. Mobile phones may only be used **during lunch breaks** with **soundless features** such as text messaging, answering services or call diversion.

- Permission must be obtained and granted by the teacher prior to using phones or other devices (MP3 players, Ipods etc) in a classroom. Students must be respectful to those around them whilst using such devices. Students are to display courtesy, consideration and respect for others when using these devices. **This is a privilege not a right.**

- Other applications of electronic devices – internet use, photography, audio, video recordings etc. are **NOT** to be used at any time unless under the immediate supervision of a teacher for educational purposes.

- Should there be a disruption to lessons caused by these devices, the student concerned will be required to take their electronic device directly to the office. The student will be required to collect the item from the office at the end of the day. If it happens a second time, parents will be asked to collect it from the office. Students will need to seek permission from the Principal for any alteration to this procedure.

- Students are not allowed to share earphones and listen to a friend’s device. This is disruptive to learning.

- Students are responsible for the safe keeping of their electronic devices and bring these to school at their own risk. It is recommended that location services are activated to locate phones in the event of their loss.

The school discourages students bringing electronic devices to school and accepts NO responsibility in the event of loss, theft or damage of any device.

- Appropriate disciplinary action will be taken against any student who photographs or films other individuals without their consent, or who sends harassing or threatening text messages or breaks our privacy policy.

- Using video imagery to motivate or insight violence at school will be treated in a similar manner to those who commit the violent act.

- During lockdown procedures, all devices should not be used except as directed by a teacher.

- If a student feels unwell, the office must be informed immediately. Office staff will then contact parents/carers to make the appropriate arrangements. Students should not contact their parents/carers before they have advised the school of a problem.
Parents are reminded that in cases of emergency, the Biloela State High School office remains a vital and important point of contact and can ensure your child is reached quickly, and assisted in an appropriate way. Please do not call your children during class time on their personal phones.