



ACT EDUCATION DIRECTORATE PERSONAL USE OF COMMUNICATION DEVICE POLICY

From term 1, 2024, a new policy will be in place regarding the way student mobile phones and personal communication devices are used across ACT public schools. The full ACT Education Directorate policy and exemption information can be accessed through via this link: [Personal Use of Communication Devices in ACT Public Schools Policy - Education](#)

From the Policy:

Students in Years P-10 at ACT public schools may not use or access personal communications devices at school, including recess and lunch, or during school authorised events unless the principal or their delegate has approved a formal and specific exemption. Students are strongly encouraged to leave their phones and other personal devices at home. It is acknowledged that some students will need their phones or other personal devices immediately before and after school to help them get to and from school safely.

Personal Communication Devices: Any electronic device that can connect to a digital communications network external to the Education Directorate network. This includes mobile phones, tablets and any other handheld or wearable device such as a smartwatch.

PERSONAL USE OF COMMUNICATION DEVICE SENIOR SITE PROCEDURES

The following procedures have been developed by the school to clearly articulate expectations for our students around personal device use at school. We acknowledge the ACT Education policy is in its infancy, and will continue to engage with our community around how to support students to manage this change.

"Inside the gate, device is off and stored away"

Before students enter our school gates their personal communication device must be turned off and stored away in their bag. The device must be **switched off** (not on silent, sleep or airplane mode) and may not be on a student's person (eg: in their pocket). During break times personal devices must also remain off and stored away in either a student's bag or locker.

At the end of the school day, students may not turn on their device until they have left the grounds through the gates. Any device brought to school remains the responsibility of the student to store safely away. The school cannot be held responsible for any personal devices on school premises.

Personal Device Responsibility While At School

CLASSROOMS AND TRANSITIONING BETWEEN CLASSES: Students must have their device turned off and not take their device out or use their device while on school site, including while in class or moving between lessons. Devices must be stored in their bag or locker. The device must not be on a student's person (eg: in their pocket), and not be on the student's desk or in the student's work area.

LIBRARY: Students who enter the library must store their bag in the library bag rack area. A duty teacher is stationed in the library during breaks to direct students to store their bags in the locker area. Devices must be away and in bags or lockers.

PHYSICAL EDUCATION: Students participating in PE lessons must store their bag in the PE lockers at the start of each lesson. PE teachers will facilitate this process at the start of each lesson.

OVAL DURING BREAK TIMES: No school bags are allowed on the oval during break times. Students exiting school gates to use the oval or basketball courts during break time must leave their bag (with phone inside) at the gate in the designated bag storage area. Devices must be turned off and away their bags or locker. A duty teacher is stationed at the oval gate to direct students to store their bags in the designated area prior to going out the gate to the oval.

TOILETS: Students are not permitted to access or use their device while in the student toilets or front office toilets. A duty teacher is stationed at the toilets during break times to remind students the toilets are a 'no standing zone'- students are to use the bathroom and then exit the facilities.

CANTEEN: Students will not be allowed to take their device out and turn it on to purchase food. Students will need to bring cash or a physical card to purchase food at the canteen. Alternatively students can pre-order food using Flexischools.

FRONT OF SCHOOL and FRONT OFFICE: Students may exit the front school gate to access the front office during school hours. For the purpose of this procedure, the school front office area and front of school during school hours is included in the "In the gate, phone off and away" requirement.

Students are not allowed to use personal devices outside of the school gates during school hours, for example at the front of the School or the school oval, if they are still formally signed in. Students must be signed out by a parent or carer before leaving school grounds, where they may then turn on and use their device.

SCHOOL EXCURSIONS, EVENTS AND CAMPS: Students are not permitted to use personal devices while at school during school hours and while participating in authorised school events, including off-site camps and excursions.

HEADPHONES/EARBUDS: Headphones and earbuds may only be worn by students in class with the permission of the teacher for an educational purpose approved by the teacher.. Headphones and earbuds can be worn in breaks if connected to the student's Chromebook.

Headphones and earbuds are never allowed to be connected to a personal device (as the device will be off and away at all times). Headphones and earbuds are not to be worn at school events such as assemblies.

Students who require noise reduction headphones (not connected to a personal device) must have this adjustment recorded in their Individual Learning Plan and this information will be communicated to staff.

Breach Of Personal Device Policy And Procedures

Students who do not abide by the ACT Education Directorate policy and school based procedures will be responded to in accordance with the school's behaviour management procedures. The Gold Creek personal device procedure is aimed at providing students with the opportunity to demonstrate agency and positive choices. Procedures and flow charts have been developed to allow staff-student respectful conversations in a non-confrontational approach.

Exemptions

If a student needs to use a personal communications device in class and/or during the school day, the student must seek the principal's or their delegate's approval via the Education Directorates exemption form for this specific and defined use. Exemptions will be approved for students who need their device/assistive technology to manage or monitor a medical condition or help meet caring or family responsibilities.

An exemption application will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner. Further guidance on exemptions is provided in the *Implementation Procedures: Personal Use of Communication Devices in ACT Public Schools*. When an exemption is approved, the personal communications device(s) may be used only for the specific purposes approved by the school principal, or their delegate. The device must be turned off and put away again when the approved specific use ends.

Exemption request forms with supporting documentation must be sent to the Principal via email to info@goldcreek.act.edu.au.

Further questions can be submitted to info@goldcreek.act.edu.au

Procedure Developed: Term 1 2024

Next Review Date: Term 2 2024