



PERSONAL DEVICES AT GOLD CREEK SCHOOL

SENIOR SITE Q&A

When will Gold Creek School start implementing the new policy?

The new policy and procedures come into effect from Tuesday 30 January 2024.

How can parents/carers/students contact each other during school hours?

Parents needing to contact their child during school hours, or once their child has entered school grounds can:

- email their child via their ACT Education email address, which students can access via their Chromebook.
- contact the school front office via phone 61423100
- contact the school via email using info@goldcreek.act.edu.au
- come to the front office in person to pass on a message

Students who need to contact their parent/carers during school hours once inside the school gate can:

- email their parent/carer using their ACT Education email address using their Chromebook
- go to the front office or student services during break times to ask to phone their parent/carer.
- request an exit slip from their teacher during class time to go to the front office or student services to ask to phone their parent/carer.

When can students turn their device back on?

Students may only turn their device on at the end of the day once they have exited the school gates. For example, students can use their device after school in the front carpark area and bus area or on the oval or basketball courts. Students who are involved in after school activities, such as Maker Space, rehearsals or homework club may have their device on for the purposes of parent contact. This will be reviewed Term 2, 2024.

What if a student cannot remember their timetable without looking it up on their personal device?

Students have been emailed their timetable to their ACT Education email address, accessed through [Digital Backpack](#). This email can be accessed on student Chromebooks at home and at school. Students will be provided with a paper copy of their timetable on the first day of school in their PC class. If a student loses their timetable they can go to the Student Services window or front office to request another printed copy of their timetable. The school will also have posters up displaying the weekly timetable and subjects per line.

What if a student is concerned their device may be stolen from their bag?

Students have the option of choosing to hand their device in to the front office. The device will be signed in and stored in a secure location until collected by the student.

How do students purchase food at the canteen or pay for items at school without a device?

Devices are not allowed to be turned on and used at school to make purchases. Students will require cash or a physical debit card to purchase items at school. Alternatively Flexischools is available to pre-purchase items.

Can students use personal devices to take photos or videos at school?

No, personal devices must be turned off and away once inside the school gates. Furthermore, students must not use any device (including Chromebooks) to film or photograph other students, teachers, school staff or visitors to the school unless permitted to do so by the individual being recorded. Students must not share or transmit images or footage unless permitted to do so by the individual being recorded.

Students must not use personal communications devices or Chromebooks to create, access or distribute inappropriate or unlawful material while at school or during authorised school activities.

Can students access external websites and applications using their Chromebook?

The Territory's filtering software reduces the risk of accidental access to inappropriate online content. The Territory and other people helping or working with the Territory, may monitor use of Chromebooks and may access information added to the Chromebook. A breach of the Acceptable use of ICT Agreement already signed by each student, including by misuse of the Chromebook, could result in removal of access to the Chromebook. Any illegal behaviour will be notified to the police.

Can a student get an exemption to use their personal device if they don't have a working Chromebook?

No, not having a working Chromebook, or losing their Chromebook is not a valid reason for using a personal device at school to access learning. Students can take broken Chromebooks to the Senior Library in Break 1 every day to report any issues or loss of device. It is the student's responsibility to report their Chromebook is lost or damaged to the school.

Can students wear a Smartwatch or Fitbit type device to school?

Students cannot wear any electronic device connected to or with the capacity to connect to a digital communications network external to the Education Directorate network while on school grounds, even if the external network feature is in airplane/sleep mode. All personal electronic devices with this capacity must be taken off, turned off and put away in a bag or locker upon entering school grounds.

Can students take their bag with them if they need to leave class?

Yes, students can take their bag with them if they need to leave class. However, as per usual process, students are required to ask their teacher for permission to leave class. The teacher will issue the student with an exit pass stating the agreed time the student has to return to class. If a student is found to have used their personal device while out of class, the school's device flow chart will be followed and appropriate steps taken.

What if a student doesn't bring a bag to school each day? What do they do with their personal device?

If a student does not have a bag to safely store their device before they enter through the school gates, they must hand their phone in to the front office for the day to be stored in a secure location. The student can collect their phone at the end of the school day.

What will students do in their break times without access to their personal devices?

We understand some students may find it difficult at first to adjust to life without a device at break time. Our team at Gold Creek are already planning a range of ways to encourage student interaction and engagement during breaks. Activities and groups running in breaks will be published in our daily notices on SAS. These notices are also read out to students each day in PC class. Students are encouraged to get out and off Chromebooks and be active and engaged in breaks.

Can a student use their Chromebook during break times?

Students can use their Chromebook during break times to access appropriate websites / applications as per their signed ICT agreement and are in close proximity to the school's wifi system. Students may not use their personal

device to 'hotspot' or Bluetooth to their Chromebook at any time. Personal devices must be turned off and stored away at all times, including breaks.

What if a student is used to listening to music while they work during class time?

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 and they are connected to their Chromebook. Headphones and earbuds can be worn in breaks if connected to the student's Chromebook. Students are required to go through the Exemption process to provide documented medical evidence and meet with the Principal to negotiate any exemption to use a personal device in class.

What if a student needs to video or take photos for a class task or assignment or portfolio?

Student Chromebooks have the capability to take photos and record footage. The school also has a bank of iPads teachers will loan out for lessons when students may be required to take photos or video footage.

How will students claim Gold Points this year if they can't use their phone cameras?

We will no longer be using a QR code for claiming Gold Points. An alternative method will be explained at year level meetings and instructions uploaded on your year level Google Classroom.

Will students be able to use their personal devices at school events such as carnivals, excursions, camps, school fun days during school hours?

No. Students will not be able to take or use personal devices at any school events during school hours. Students attending off site camps or excursions will be required to turn their devices off and put them away for the duration of the event. School staff will carry phones for these events and students will be able to contact parents if required. Parents will be able to pass on messages to their child by contacting the front office. Staff will take photos and share these with students on an appropriate platform for downloading, following our school privacy policy.

What if a student is having difficulty adjusting to the new personal device ban?

For information about supporting your child to manage their screen time visit the [Office of E-Safety](#). Pastoral Care teachers will check in with their class regularly and run a variety of Social Emotional lessons around adapting to life without a personal device at school. Pastoral Care teachers can be contacted if there are any concerns around a student's wellbeing. Students may be referred to our Student Services team to participate in a range of groups as required to build their resilience and social connection skills.

How do students apply for special considerations and 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.

An exemption application form must be completed and is available on the [Gold Creek School website](#). An exemption request will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner. 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