



Aim Ever Higher

Payne Road State School

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Payne Road State School - Whole School Technology & Personal Devices Policy

1. Purpose of the Policy

The purpose of this policy is to:

- Support a safe, focused and respectful learning environment.
- Ensure appropriate use of technology to enhance learning.
- Protect students from distraction, misuse, and inappropriate communication during school hours.
- Promote respect and care for school-owned devices.
- Provide clear expectations for students, families, and staff.

2. Guiding Principles

- Technology is a **learning tool**, not a personal communication or entertainment device during school hours.
- Students learn best when they are **present, focused, and engaged**.
- School-owned devices are a **shared resource** and must be treated with care and responsibility.
- Communication between students and parents/carers during school hours should occur **through the school**, not via personal devices.

3. Smart Watches and Wearable Technology

Smart watches and wearable devices (e.g. Apple Watch, Samsung Watch, Fitbit with messaging or calling capabilities) are **not permitted for active use during school hours**.

Expectations:

- Smart watches must be placed on **school mode, airplane mode**, or have all communication functions disabled while at school.
- Students must not:
 - Make or receive calls
 - Send or receive messages
 - Access the internet or apps
 - Record audio, photos, or video
- Smart watches may only be used to tell the time.

Important Note:

Students must **not contact parents/carers directly during school hours** via smart watches. Any necessary communication must be managed through the school office or classroom teacher.

If a smart watch is used inappropriately, it may be confiscated and returned to parents/carers in line with the school's behaviour procedures.



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4. Mobile Phones

In line with Queensland Government guidelines, **mobile phones are not to be used at school.**

Expectations:

- Students are discouraged from bringing mobile phones to school.
- If a mobile phone is brought to school:
 - It must be switched **off** before entering the school grounds.
 - It must be stored securely in the student's bag.
 - It must not be accessed at any time during the school day (including breaks).

Mobile phones must not be used to:

- Call or message parents/carers
- Take photos or videos
- Access social media or games

Any communication during the school day must occur through the school office.

Mobile phones and/or digital devices can be approved for use when they are part of a recommended medical plan from health care professionals.

5. School-Owned Devices (iPads, Laptops and Other Technology)

The school provides iPads, laptops and other digital devices to support teaching and learning.

Student Responsibilities:

Students are expected to:

- Use devices **only for learning purposes** as directed by staff.
- Handle devices with care and respect.
- Keep food and drinks away from devices.
- Carry devices safely using two hands.
- Report damage or technical issues immediately to a teacher.

Students must not:

- Alter settings without permission.
- Download unauthorised apps or games.
- Access inappropriate content.
- Use devices to record others without permission.

Intentional damage or misuse may result in consequences and, where appropriate, families may be asked to contribute to repair or replacement costs.

6. Digital Citizenship and Respect

All students are expected to be responsible digital citizens. This includes:

- Respecting the privacy of others.
- Using technology in ways that are safe, kind and legal.
- Following teacher instructions when using technology.
- Understanding that misuse of technology impacts learning and wellbeing.

7. Breaches of the Policy

Failure to follow this policy may result in:

- Confiscation of the device
- Loss of technology privileges
- Parent/carer notification
- Further consequences in line with the school's behaviour management policy

8. Parent and Carer Support

Parents and carers can support this policy by:

- Reinforcing expectations about device use at home.
- Ensuring smart watches are set to non-communication modes.
- Contacting the school office if they need to pass on urgent messages.

9. Review of Policy

This policy will be reviewed regularly to ensure it remains current, effective and aligned with Department of Education guidelines and school policies.