

Policy and Procedure Register updates

Summary of changes to:

Use of mobile devices procedure

1. Reason for new/updated policy or procedure (select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation |
| <input checked="" type="checkbox"/> Change to legislation/delegations | <input checked="" type="checkbox"/> Due for review |
| | <input type="checkbox"/> Other |

The [Use of mobile devices procedure](#) has undergone a full review and has been updated to incorporate recommendations from key stakeholders and subject matter experts (SMEs). These updates include changes introduced by [Education and Care Services National Law Act 2010 \(Vic\)](#), restricting the use of privately-owned and departmentally owned mobile devices within a State Delivered Kindergarten (SDK).

The [Departmental mobile devices and services - Conditions of use](#) and [Advice for state schools on acceptable use of ICT services, facilities and devices](#) which support this procedure have also been reviewed and updated as part of this process.

2. Summary of changes

The updated procedure preserves the existing process steps in the same order as the current version but rewords them to clearly state who is responsible for each stage.

Actions and considerations previously listed under the responsibilities section have been integrated into the relevant process steps to provide context and create a clear, end-to-end structure. Additionally, the updated procedure includes detailed information about the department's security and information privacy requirements.

SDK employees who use a SDK supplied or departmental mobile device cannot use the device for limited personal use but can share the device among other SDK employees.

Further updates to the procedure include:

- condensing the responsibilities into a single list covering both departmental and privately-owned devices
- updating the flowcharts to meet current Web content accessibility guidelines
- replacing the terms 'personal' and 'personally-owned' devices/mobile devices with 'privately-owned' mobile devices/devices to clearly differentiate these from department-owned devices that are assigned to employees
- adding information about managing student's privately-owned mobile devices within schools, including details about the [department's BYOx link program](#) and a direct link to the [Student use of mobile devices procedure](#)
- requiring all employees to ensure that portable storage devices are encrypted with a strong password.

The updated procedure is supported by the [Departmental mobile devices and services - Conditions of use](#) and [Advice for state schools on acceptable use of ICT services, facilities and devices](#).

Departmental mobile devices and services - Conditions of use:

- Minor rewording to align with new terminology in the procedure.
- Clarification of responsibilities, including specific restrictions for SDKs.
- Introduction of a new 'information privacy' section detailing the requirements for safeguarding departmental information on mobile devices and the process for reporting the loss or unauthorised disclosure of personal information.

Advice for state schools on acceptable use of departmental ICT service, facilities and devices:

- A complete rewrite to include detailed scenarios that help schools to evaluate the risks associated with allowing community use of school/department's ICT services, facilities and devices
- New risk examples included to assist schools when completing the school facilities' hire agreement's Community user risk assessment.
- Inclusion of new information such as the use of generative AI and esports in state schools.
- Relocation of the *School ICT responsible use template* to the appendices for easier reference.

3. Impacts to roles and responsibilities

 Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

If yes, select the type of change: (select all that apply)

 Revised responsibilities

 New/additional responsibilities

 Removed responsibilities

Position title	Summary of change	Page#
Employees	Reworded steps regarding purchasing, management and monitoring of departmental mobile devices to avoid overlap with managers, principals, directors or above.	2
Managers, principals, directors or above	Must ensure that privately-owned mobile devices in SDKs follow the new Safe use of digital technologies and online environments policy (DoE employees only). Must safeguard information by ensuring portable storage devices such as USB drives are encrypted and protected with strong passwords	2 4
Principals	No changes. Some points reworded to clarify existing responsibilities.	2

4. Communication and support for implementation

Changes to the procedure have been communicated with relevant internal stakeholders and consultation conducted across the department, including input from subject matter experts and relevant directors within the Digital Innovation Division (DID).

Department-wide communication via OnePortal and ConnectEd will be developed in consultation with the DID communication team.

For further assistance, please contact:

- Procedure contact:
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