

Policy and Procedure Register updates – New procedure:

Student use of mobile devices procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>On 6 July 2023, Minister Grace announced mobile phones and certain wearable devices, such as smartwatches, will need to be 'Away for the day' from Term 1, 2024.</p> <p>The new <i>Student use of mobile devices</i> procedure outlines the requirements for all Queensland state school to follow to enact this requirement, including responsibilities of principals, state school staff, students and their parents/carers.</p>		
2. Summary of changes		
<p>The <i>Student use of mobile devices</i> procedure requires Queensland state schools to follow processes for developing, consulting, documenting, communicating, implementing and reviewing their local policy approach to student use of mobile devices.</p> <p>The procedure outlines:</p> <ul style="list-style-type: none"> the requirement for all Queensland state school students to keep their mobile phones switched off and 'away for the day' and/or disable notifications on wearable devices during school hours the requirement for the principal (or their delegate) to develop a local policy approach, (including optional components for determination) in consultation with their school community the requirement for the principals (or their delegate) to include a process for seeking exemptions for students who require the use of their mobile device due to medical, disability and/or wellbeing reasons the requirement for the principal (or their delegate) to document their local policy approach in the school's <i>Student Code of Conduct</i> and communicate their approach to staff, students, parents and carers the requirement for schools to implement and review their local policy approach in line with the <i>Student Code of Conduct</i> review process. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Principal (or their delegate)	<p>Under the <i>Student discipline</i> procedure, principals are already required to develop and document their local policy approach to student mobile devices within the <i>Student Code of Conduct</i>.</p> <p>The procedure will not introduce new responsibilities in this respect, however will require the inclusion of new</p>	1, 3

<p>statewide requirements for all students to switch off mobile phones and put them away and/or disable notifications on wearable devices.</p> <p>Schools will also be required to document processes for exemptions – however this is encouraged to be documented within existing processes (e.g. Student Health Care Plan, Support Provisions Tab, OneSchool Student Profile).</p>	
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4. Communication and support for implementation

- The procedure includes a number of templates (available on OnePortal) to support schools to implement the procedure and communicate processes to staff, students and parents/carers,
- Activities to promote awareness of and support the implementation of the procedure include:
 - a dedicated public website: www.qld.gov.au/phonesaway
 - a social media education campaign delivered between November 2023 and March 2024
 - internal communications to staff via departmental channels, such as ConnectEd and the OneSchool homepage.

For further assistance, please contact:

- Your closest [regional office](#), or
- Student Engagement and Alternative Learning
Email: mobilephones@qed.qld.gov.au