

Acceptable Use of Mobile Phones and Smart Watch Guidelines



Guidelines

1. Purpose

1.1 The purpose of these guidelines is to ensure Our Lady of Dolours Catholic Primary School aligns with Brisbane Catholic Education (BCE) standards for the ethical, lawful, and responsible use of digital technologies and personal devices.

1.2 These guidelines apply to all staff, students, contractors, volunteers, and parents/carers who access or use digital resources, devices, or networks in the school context.

2. Policy Statement

2.1 Brisbane Catholic Education requires schools to provide a safe and secure digital environment where technology supports student learning and wellbeing. Misuse of digital technologies can result in risks to security, safety, privacy, and reputation. This policy reinforces the importance of aligning school practices with BCE's Acceptable Use of IT Resources Policy, Privacy Policy, and Code of Conduct.

2.2 In accordance with BCE policy, Our Lady of Dolours Catholic Primary School will:

2.2.1 Adopt and implement BCE's Acceptable Use of IT Resources Policy as a foundation for school-based digital use practices.

2.2.2 Promote ethical, respectful, and lawful use of digital technologies, including BCE-managed systems and school-owned or personal devices.

2.2.3 Educate students, staff, and families about safe online behaviour, data privacy, cyberbullying, and digital wellbeing, in alignment with BCE's Information Security and Privacy Policies.

2.2.4 Require all students and families to sign the Acceptable Use of Devices and Digital Resources Consent Form prior to granting access to school devices and networks.

2.2.5 Monitor the use of digital resources and take appropriate action in cases of misuse, in accordance with BCE's behaviour, legal and IT protocols.

2.3 Use of Personal Devices (including Mobile Phones and Smart Watches)

2.3.1 In alignment with BCE recommendations, students must not use personal mobile phones during school hours. Devices must be handed in to the school office upon arrival and collected at the end of the school day.

2.3.2 Smart watches must be placed on 'aeroplane mode' or 'school mode' during school hours. Students may not use messaging, calls, or other digital functions during class time.

2.3.3 Personal devices (such as non-school issued laptops or tablets) are not permitted unless specifically approved by the Principal for learning or health-related purposes.



2.4 Our Lady of Dolours will actively reinforce expectations through ongoing digital citizenship education and apply consistent procedures to manage breaches, in line with BCE's student protection, behaviour support, and IT security frameworks.

3. Associated Documents

3.1 BCE IT Acceptable Use Policy

3.2 BCE Privacy Policy

3.3 BCE Code of Conduct

3.4 Our Lady of Dolours Acceptable Use of Devices and Digital Resources Consent Form

3.5 Our Lady of Dolours Student Behaviour Support Plan

3.6 BCE Information Security Policy

3.7 Australian Student Wellbeing Framework

Document Control

| | |
|-----------------|--|
| Policy title | Acceptable Use of Mobile Phones and Smart Watch Guidelines |
| Policy Approver | Tricia Howard |
| Date issued | 14/07/2025 |
| Date review | 14/07/2027 |
| Version No. | 1 |