

University of Canberra High School Kaleen

UCHSK Personal Communication Device Implementation Guidelines

Policy Statement

University of Canberra High School Kaleen (UCHSK) follows the **ACT Education Directorate's Personal Use of Communication Devices in ACT Public Schools policy**. In line with this, students in **Years P–10** must **not use or access personal communication devices** while at school—including **recess, lunch, and school-authorised events**—unless a **formal or specific exemption** has been approved by the Principal/Deputy Principal.

A Personal Communication Device is considered as any item of technology that connect via physical wires, wireless tethering, Bluetooth, or hotspot. This includes but is not limited to mobile phones, smart watches, headphones, and speakers.

At UCHSK, Chromebooks are the designated digital learning device for students. Mobile phones are **not required** for learning and are **not to be used** during school hours.

UCHSK IMPLEMENTATION GUIDELINES

School Zone, No Phones!

- “School Zone, No Phones!” applies on **school grounds** and **inside school buildings** from **8:00am to 3:15pm, Monday–Friday**.
- Students are **strongly encouraged not to bring** mobile phones or other personal electronic devices to school.
- If a student brings a mobile phone, it must be **switched off and remain in their school bag until leaving school** at the end of the day.
- Communication between parents/carers and students during the school day must occur via the **Front Office**.

Inappropriate Use & Consequences

- Mobile phones must **not be used or visible** at any time while at school.
- Devices connected to phones (e.g., **smart watches, earphones/headphones, gaming devices**) must **not be used for communication** (calls, messages, notifications) while at school.

Chromebooks at UCHSK

- Each ACT public secondary student is **loaned a Chromebook** to support equitable access to learning.
- Students must bring their **fully charged Chromebook** to school **every day**, unless otherwise advised.
- On enrolment, students and families agree to the **ACT Education Directorate – Acceptable Use of ICT Code of Practice**.

PCD Guidelines (continued)

Appropriate Use

- Chromebooks are used to **enhance learning**, support **collaboration**, and build **responsible digital citizenship**.
- During learning time, **Chromebooks remain in bags** until teachers direct students to use them.
- During **instructional phases**, Chromebook **lids remain closed**.
- During **recess and lunch**, Chromebooks may be used **only**:
 - for **homework in the library in the designated homework zone**, or
 - for **educational purposes** during a **structured club activity**.

Inappropriate Use

- Chromebooks must **not** be used for **non-educational purposes** at school (e.g., gaming, non-school YouTube content, social media, inappropriate browsing).
- School staff are able to access browser history to ensure compliance with the school policy.

Headphones at UCHSK

- UCHSK has headphones available for student use as required for test situations or the use of audio visual within class.
- Students are not to use personal headphones while on school grounds.

Failure to adhere to the ACT Education Directorate's *Personal Use of Communication Devices in ACT Public Schools* policy and the *UCHSK Personal Communication Device Implementation Guidelines*

Consequences:

- Any breach of the policy and implementation guidelines will result in staff reminding the student of the policy and then contacting an **Executive Teacher** to confiscate the item.
- The item will be placed in a **labelled bag** and stored **securely at the Front Office** for the remainder of the day.

PCD Guidelines (continued)

- If an Executive Teacher is not immediately available, the student must hand the item to the Executive Teacher at the **next available opportunity**.
- On a **second confiscation within a semester**, a **parent/carer** must collect the item from the Front Office.
- **Refusal to comply** will be managed as **defiance** in line with the **UCHSK Sequence of Student Support**.
- **Repeated infringements** will result in a meeting with the leadership team and may include a management plan (e.g. item left at home or lodged at the Front Office during school hours).
- **Liability & Property:**
 - The school does **not** accept liability for loss, theft, or damage to mobile phones or accessories.
 - Families will be asked to pay for the repairs for any intentional damage to school issued chromebooks and headphones

Exemptions

Students/Families can request an exemption to elements of the **ACT Education Directorate's Personal Use of Communication Devices in ACT Public Schools policy** and the **UCHSK Personal Communication Device Implementation Guidelines** by submitting the exemption form to the UCHSK front office. The exemption application form and the supporting evidence will be considered by the Deputy Principal.

Students are granted an exemption for a period of 12 months. This timeframe is waived if the exemption is to support the monitoring of a medical condition such as diabetes.

Students will be provided with an exemption card with the specific conditions of their exemption listed. This card must be carried at all times. Replacement cards can be collected from the front office as required. Replacement cards will attract a \$5 fee.

Families or students who wish to raise concerns about the implementation of the **ACT Education Directorate's Personal Use of Communication Devices in ACT Public Schools policy** and the **UCHSK Personal Communication Device Implementation Guidelines** may speak with the student's Pastoral Care teacher, Year Coordinator, or the Wellbeing Executive. Please contact the Front Office or email uchsk.admin@ed.act.edu.au to request a discussion.

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Personal Use of Communication Devices Exemption Request Form A

This request form is to be used when seeking approval for exemption from the Personal Use of Communication Devices in ACT Public Schools Policy.

Parents/Carers of students wishing to apply for an exemption to the policy, will need to complete the following exemption request form and provide verified documentation, as per the exemption requirements, to support the student's application for exemption.

The application and supporting documents should be submitted at the school reception or via email to UCHSKaleen.information@ed.act.edu.au for consideration.

Parents/Carer will be notified of the outcome once the application has been reviewed by the school authority. When an exemption has been approved, the student is allowed to use their device for the

purpose of the exemption only and should not be using the personal device during the school day for other reasons.

Section A (If a parent/carers is applying for exemption)

Details of Student	
Name of Student	
Student's year level	
Parent/carers name	
Parent/carers contact number	
Parent/carers email	
School Name	

Request for Approval: exemption dates	
Start date	
End date	
School this exemption request applies to	

Request for Approval for exemption with supporting evidence – please attach	
Managing or monitoring a medical condition	
Helping to meet caring or family responsibilities	
Other mitigating circumstances	

Please provide supporting evidence, which may include a medical certificate, letter from a support worker, government agency or health professional stating where, when, and how the device is to be used.

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Declaration	
I declare that the information contained in this form is true and accurate	
Name of parent/carer	
Signature	

Section B (School Office to complete)

Principal (delegate) to complete the appropriate exemption approval below. Please strike through those that do not apply. Please use the *Exemption Response letter template* to provide response to applicant.

This exemption has been approved		
Principal (delegate) Name	Signature	Date

This exemption has been approved subject to the following conditions		
Approval granted from:	Till:	
Principal (delegate) Name	Signature	Date

This exemption has NOT been approved subject to the following conditions		
Principal (delegate) Name	Signature	Date