

Smart Devices Policy

1. Commitment to Child Safety

Camberwell Girls Grammar School is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by Camberwell Girls has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse, and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

2. Purpose

The purpose of this policy is to outline the appropriate and responsible use of smart devices at Camberwell Girls Grammar School. It aims to ensure that smart devices are used in ways that support learning, teaching, wellbeing, and school operations, while protecting student privacy, maintaining cybersafety, and upholding the values of the school community. This policy also recognises the role smart devices may play in inquiry, research, and innovation across the curriculum while recognising the growing research about how best to encourage safe and meaningful integration of technology in a school setting while minimising distractions and risks associated with misuse. This policy reflects best practice and is supported by research regarding student wellbeing and education outcomes.

3. Scope

This policy applies to all students, staff, parents, visitors, and external contractors who bring, use, or connect smart devices within the school environment. This includes both school-owned and personally owned devices, whether used during class time, break times, co-curricular activities, excursions, camps, or other school-related events.

The policy applies to a wide range of smart devices, including but not limited to:

- The use of smart devices/headphones as part of a Smart Devices Pass
- Smartphones and smartwatches
- Tablets and e-readers
- Wearable fitness trackers and health monitors
- Wireless earbuds and smart glasses
- Internet of Things (IoT) devices such as smart speakers or a classroom tools
- Devices used for school-based research, inquiry learning, or STEM projects



- Any device capable of connecting to the internet, collecting or sharing data, or capturing audio, video, or images

4. Definitions

Term	Definition
School	Camberwell Girls Grammar School (Camberwell Girls)
Parents	Parents, guardians, carers.
Students	All students enrolled at Camberwell Girls including International Students.
Year Level Coordinators	Year Level Coordinators
School Environment	Any physical or virtual place made available or authorised by the School's governing authority for use during or outside school hours, including: • a campus of the School. • online school environments (including email and intranet systems). • other locations provided by the School for use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).
Learning (Smart) Device	A school approved Smart device used for learning purposes, which is integrated into the School's digital ecosystem. The school currently has two types of Learning (Smart) Device: Years 5-8 – iPad Years 9-12 – Laptop (may also use iPad from previous years in combination with Notebook Computer) Student are able to use these devices during the school day to complete their lessons and learning activities.
Smart Device	Any personal or school-owned electronic device that can connect to the internet or other devices, and is capable of storing, transmitting, or receiving data. These devices may also include cameras, gaming devices, microphones, sensors, GPS capabilities or Bluetooth. Examples include mobile phones, headphones, earbuds and air pods and smart watches such as the Apple watch, Samsung Galaxy, Nintendo Switch, Space Talk and Garmin.' Note: that this policy outlines acceptable use of Smart Watches in the Secondary School and includes the requirements to ensure they are on do not disturb or flight mode if worn. This inclusion will be monitored and revised if it becomes unreasonable to manage this expectation.
Bring Your Own Device (BYOD)	A program or practice where students or staff bring personally owned devices to school for learning or work purposes.
School Network	Internet use for the purpose of accessing the School's intranet that includes myCGGS, Microsoft Office 365 and any other associated platforms that are integrated into these. Also includes using the School Wi-Fi network to access information or platforms external to the school.



Learning and Research Contexts	Any classroom, project-based, or co-curricular setting where students are engaged in inquiry, investigation, or the production of knowledge, including STEM, digital technologies, or student-led research projects for the purpose of education.
Personal Information	Information that identifies an individual, such as names, photos, location data, or communication records, and is subject to privacy protections in line with school policy and legislation.
Headphones	Headphones refers to loudspeaker drivers worn on or around the head over a user's ears and convert an electrical signal to a corresponding sound. For the purposes of this policy headphones will be used to describe wireless headphones, earbuds, air pods or other.
Smart Device Pass	Official permission granted to the student that allows them to use a smart device for a specific reason and a period of time. It may be issued by a School Counsellor, Health Centre, Head of Learning Diversity or Head of School for medical, wellbeing, sensory, learning needs or other approved situations. A Smart Device Pass may be written into a support plan such as an IEP, ILP, Wellbeing Plan or the student may be provided with a physical pass to carry.

5. Roles and Responsibilities

The Heads of School are responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.

Student Responsibilities

- Follow school rules by switching off smart devices and storing them securely in lockers at the beginning of the school day until travelling home at the end of the day.
- Ensure that their locker remains locked with a school approved lock at all times when not in use.
- Refrain from using smart devices during school hours (including class time, recess, and lunch), unless explicitly authorised by a staff member for a specific educational purpose.
- Ensure devices are clearly labelled and stored safely; students are responsible for the care and security of their own devices.
- Use smart devices responsibly when allowed, respecting the privacy, safety, and wellbeing of others.
- Seek permission from a teacher before using any device in a learning or research context.
- Immediately report any misuse, loss, theft, or damage to a teacher or relevant staff member.

Note: Students may use their school approved learning device in class and during the school day, while adhering to the School rules and expectations.

Staff Responsibilities

- Model appropriate technology use and support students in understanding the School's expectations regarding smart devices.
- Remind and reinforce the requirement for students to keep all smart devices switched off and in lockers during the school day.
- Authorise device use only when it directly supports learning or research and provide clear boundaries and supervision.
- Report and respond to breaches of this policy in line with the school's guidelines and consequences outlined in this policy.
- Support students in using smart devices appropriately in approved contexts (e.g. learning, STEM tasks, excursions).
- Ensure any personally owned smart devices used by staff comply with school privacy, security, and child safety standards. This includes staff attending ELC who are not permitted to have their personal mobile phone while onsite and children are present.

Note: Staff are required to carry mobile phones on yard/tram duty and may need to use mobile phones in class for the Microsoft Authenticator App

Parent Responsibilities

The School acknowledges that fostering digital wellbeing and safety is best achieved through a collaborative partnership with families, recognising the shared responsibility regarding the use of smart devices. As such, parents have a responsibility to:

- Support the School's expectations by ensuring students understand and comply with the rules about smart device use.
- Label and secure devices if the student brings one to school and understand that devices are brought at the student's own risk.
- Refrain from contacting students directly during school hours via personal devices; urgent messages should go through the Student Services desk (9811 8546 or studentservices@cgs.vic.edu.au)
- Encourage responsible use of smart devices at home and reinforce appropriate digital behaviours.
- Acknowledge that the School is not liable for the loss, damage, or theft of smart devices brought to school.

6. Policy Statement

At Camberwell Girls Grammar School we are committed to creating a learning environment that prioritises student wellbeing, respectful relationships, and meaningful engagement in learning. While we recognise that smart devices are a part of modern life, their use during the school day must be carefully managed to support focus, safety, and community connection.

This policy outlines clear expectations for the appropriate use of smart devices by students, staff, and parents including when students are travelling to and from school on public transport.

The school is not responsible for the loss, theft, or damage of personal smart devices brought to school.

We aim to foster responsible digital citizenship and ensure that the School remains a place where students can learn and thrive without unnecessary distraction. This policy also supports a broader approach to digital wellbeing and the development of respectful and intentional use of technology habits that extend beyond the School environment.



Exceptions to this policy may be permitted in rare cases, and requests should be made in writing, directly to the relevant Head of School, along with supporting medical documentation. All exemptions will be considered on an individual basis and will be reviewed annually or more often as needed.

6.1. Junior School

6.1.1 School Day on Campus

- Students who bring a home managed device to school including but not limited to mobile phones or smart watches, must keep their device in their school bag in their locker/cubby.
- Smart Devices must remain turned off and out of sight in the student's school bag until 8.25am or when they arrive in their classroom.
- From 8.25am, students sign in their device with their Classroom Teacher.
- Classroom teacher place devices in a locked filing cabinet in the classroom.
- Students must sign out their device at the end of the school day.
- At the end of the day, students place their device in their school bag until they are off school premises. This includes attending co-curricular activities.

6.1.2 School Event Before and After School

- Students who bring a device to a school event must follow these protocols:
 - Devices must remain turned off and out of sight, in either the student's school bag or pocket, and turned off during school events outside of school hours.
 - Students can turn their devices back on, once under the care of parents, or under the direct instruction of their supervising teacher for the purposes of locating their parent or guardian.

6.1.3 Brooksbank Library (After School)

- Devices must remain turned off and are to be signed into Brooksbank Library and given to the Library Supervisor before walking over to the Secondary School.
- Students can sign out their device when they leave Brooksbank Library, but must not turn their devices back on, until under the care of their parents.

6.2. Secondary School (Years 7-12)

- Students in Years 7 -12 are required to switch off and securely store all mobile phones or headphones, in their lockers during the school day.
- Students are permitted to listen to music under the direct supervision of a staff member for a specific learning activity or purpose; however the headphones must be connected to a laptop not a mobile phone and returned to their locker prior to the start of the next lesson.
- Smart watches must be on flight mode or do not disturb mode at all times.
 - *The acceptable use of smart watches will be monitored and revised if it becomes unreasonable to manage this expectation.*
- Students are permitted to use their smart devices whilst travelling to and from school; however, the School recommends that for their own safety, students should not use earbuds or headphones whilst on public transport or walking/riding to and from School.
- Where students are involved in co-curricular activities or are working in the library before or after school, mobile phones should remain turned off and stored in the student's locker or school bag.



- Where students are involved in an off-site co-curricular activity they may take their mobile phone, stored in a bag, on the bus for the purposes of communicating pick up times with parents at the direct of the staff member in charge.
- If students need to contact parents during the school day, they are to discuss this with their Year Level Coordinator and utilise the School telephone located at the Student Services desk.
- In the case of emergency, parents should contact Student Services to get in touch with their child.
- Smart devices are not permitted on year level school camps.
- Phones cannot be used to pay at Fig Tree, Flexischools should be used.
- Mobile phones are not permitted in the library before or after school and should remain in the student's bag or locker while on campus.
 - If students need to briefly text or call a parent to confirm pick up this is ok, however phone should be returned to bag and may not be used for any other purpose.
- The Library will not charge mobile phones on behalf of students.

6.2.1. Years 7 – 10

- Smart devices may only be used during school hours under the direct supervision of a staff member for a specific learning activity or purpose.
- Students are not to use their learning device at recess or lunchtime during the school day outside of designated areas in the Library.
- Years 7 to 10 students may utilise their learning device and headphones for learning or research tasks during scheduled study periods or recess/lunchtime in the Library in designated areas.
- Learning Devices along with headphones may be used before or after school for the completion of home-learning in the Library in designated areas only.

6.2.2. Years 11 and 12

- Smart devices may only be used during school hours under the direct supervision of a staff member for a specific learning activity or purpose.
- Students in Years 11 and 12 are permitted to use their learning device and headphones during their scheduled study periods, before and after school, or at lunchtime in the Inspire Room or designated tables in the Library open area.
- Students in Years 11 and 12 are permitted to use their learning device and headphones during their scheduled study periods in the courtyard and Fig Tree Café area.
- Mobile phones are not permitted outside the Year 12 Common Room for any reason.

6.2.3. Year 12 only

- Students in Year 12 are permitted to use their smart devices (including mobile phones) in the Common Room.
- Mobile phones are not permitted outside the Year 12 Common Room for any reason.

6.3. Camps and Tours

- Smart devices are not to be taken on Camps or Tours and must be left at home.
- If Smart devices are requested for a Camp or Tour, they will be collected by staff at the end of each day, prior to bedtime and returned to students at breakfast the following morning.



7. Theft or Damage

- The School accepts no responsibility for replacing lost, stolen or damaged smart devices, including in circumstances where a smart device is confiscated due to inappropriate use or otherwise stored by the School. The smart device safety and security is the responsibility of the student
- The School accepts no responsibility for replacing lost, stolen or damaged smart devices whilst students are travelling to and from school, or to and from a school event.
- It is strongly advised that students use passwords, pin numbers and authentication apps to ensure their devices are protected from unauthorised use.

8. Inappropriate Conduct and Consequences

- Any students found to be not following these guidelines may be issued with consequences as outlined in this policy.
- Any student found to be using a smart device during an examination or assessment may be issued with consequences as outlined in the Academic Integrity Policy.
- Students must adhere to the Responsible Use of ICT Policy and the Anti-bullying, Harassment, Cyber Bullying Policy as part of the Student Safety and Welfare Policy.
- Any student found to be in breach of this policy may also be in breach of the Student Code of Conduct.

9. Smart Device Pass

- There may times where there are circumstances where the student requires the use of a smart device outside of the policy statements above.
- Where this is the case, students and/or parents communicate with the relevant staff member which may a School Counsellor, Health Centre, Head of Learning Diversity or Head of School.
- Possible reasons for an approved Smart Device Pass may include medical, wellbeing, sensory, learning needs or other approved situations.
- A Smart Device Pass may be written into a support plan such as an IEP, ILP, Wellbeing Plan or the student may be provided with a physical pass to carry
- A Smart Device Pass is an official permission granted to the student to use their smart device for a specific reason and period of time.



10. Unauthorised Use of a Smart Device – Staff Responsibilities

Staff Member	Responsibility	Action	Follow Up
General Staff Member (including Form/Tutor Teachers)	To identify a breach in the Smart Devices Policy while on duty, in the classroom, during cocurricular activity or anywhere on school grounds	To log the breach in SEQTA and tag Student Services, or if on yard duty use notepad and hand to Student Services at the end of the duty to log Instruct the student to take their device to Student Services at the next break or immediately if during recess or lunch	No follow up required
Library Staff (before and after school)	To identify a breach in the Smart Devices Policy in the Library before and after school	To log the breach in SEQTA and tag Student Services Before school instruct the student to take their device to Student Services immediately After school breach only requires a SEQTA log	
Library Staff during the school day	To identify a breach in the Smart Devices Policy while on duty, in the classroom, during cocurricular activity or anywhere on school grounds	To log the breach in SEQTA and tag Student Services, or if on yard duty use notepad and hand to Student Services at the end of the duty to log Instruct the student to take their device to Student Services at the next break or immediately if during recess or lunch	No follow up required
Cocurricular Staff and Staff on Excursion	To identify a breach in the Smart Devices Policy during a cocurricular activity before and after school	To log the breach in SEQTA and tag Student Services as soon as practicable Where possible instruct the student to take their device to Student Services immediately and	No follow up required



		if not possible record the breach as a SEQTA log only	
Student Services	To receive the SEQTA logs from teachers, flag if the student has not brought their device down, generate a daily report for Year Level Coordinators and monitor for patterns	Notify Year Level Coordinators and Head of School if there is a dishonesty breach Send daily reports to Year Level Coordinators Flag patterns with Year Level Coordinators	No follow up required
Year Level Coordinator	Level 1: Monitor patterns of breaches and demerit points along with Student Services.	Read reports sent by Student Services each day	Follow up as needed according to details below
	Level 2: Year Level Coordinator initiates parent email and follow up following second time offence, repeated use without permission.	Year Level Coordinator to email and/or email parents to discuss the second breach and set clear expectations going forward. Year Level Coordinator to work with the student and Student Services regarding Tier 2 consequences	Follow up as needed according to details below
	Level 3: Year Level Coordinators to identify that it is a third-time offence with support from Student Services and notify Head of School	For a third-time offence Parent/Student meeting with Year Level Coordinator and Head of School, school-based consequence discussed at meeting	Follow up as needed according to details below
	Dishonesty Breach: Year Level Coordinators to work with Head of School if there is a need for an automatic detention due to dishonesty		Follow up as needed according to details below



Head of School	With continued breaches despite warnings, Head of School initiates further consequences and contacts parent to collect device from school and enacts the 5 consecutive school day ban	Head of School manages the parent communication and onsite meeting	

Unauthorised Use of a Smart Device – Consequences

Unauthorised use of a smart device	Consequence	Internal Record Keeping	Person Responsible
Level 1: Minor / First-time Breach First-time or minor breach (e.g. device seen in pocket, not switched off in locker, used without permission, smart watch mis-use)	Demerit Point issued Student to take their device to Student Services at the next break, and if they do not, automatic detention (dishonesty). Verbal reminder and restatement of policy- educational conversation on responsible device use	Staff identifying breach logs in SEQTA, or if on yard duty use notepad and hand to student services at end of duty to log.	All staff – any staff member identifying behaviour breach. Staff identifying breach logs in SEQTA and tags Student Services Student Services to generate daily report for Year Level Coordinator
	Junior School The device is collected by Head of Junior School or Deputy Head of Junior School, and parents are contacted to collect the device.	Junior School Classroom Teacher records breach onto SEQTA.	Junior School Classroom Teacher, Head of Junior School or Deputy Head of Junior School
Level 2: Repeated or Deliberate Breach Second-time offence, repeated use without permission	Detention issued. Student to take their device to Student Services at the next break, and if they do not, automatic detention (additional) detention.	Staff identifying breach logs in SEQTA, or if on yard duty use notepad and hand to student services at end of duty to log. Student services and/or Year Level Coordinator to identify that it is second-time offence,	All staff – any staff member identifying behaviour breach. Year Level Coordinator initiates parent email and follow-up.



	Parent/carer notified- Student warned that further breaches will escalate. Student hands device into Student Services at beginning of day for 3 consecutive school days and collects at end of the day.	repeated use without permission	
	Junior School The device is collected by Head of Junior School or Deputy Head of Junior School, and parents are contacted to collect the device and a meeting with the parents is organised.	Junior School Classroom Teacher records breach onto SEQTA.	Junior School Classroom Teacher, Head of Junior School or Deputy Head of Junior School.
Level 3: Serious / Continued Breach Continued breaches despite warnings, or serious misuse (e.g., filming/photographing without permission, device use during assessment, refusal to comply)	Parent/Student meeting with Year Level Coordinator & Head of School – school-based consequence discussed at meeting. Consequences at the discretion of the Head of School and could include a research task, possible temporary ban or sign-in procedure, detentions, act of service or a combination. Student to take their device to Student Services, and if they do not, this will be addressed in the parent meeting and considered as part of the consequences. Parent collects device from school. Student hands device into Student Services, at beginning of each for 5 consecutive school days and collects at the end of the day.	Staff identifying breach logs in SEQTA, or if on yard duty use notepad and hand to student services at end of duty to log. Student services and/or Year Level Coordinator to identify that it is third-time offence, repeated use without permission	All staff – any staff member identifying behaviour breach. Head of School manages the parent communication and onsite meeting.
	Junior School The device is collected by Head of Junior School or Deputy Head	Junior School Classroom Teacher records breach onto SEQTA.	Junior School Classroom Teacher, Head of Junior



	of Junior School, and parents are contacted to collect the device and a meeting with the parents is organised. Student device is not used for 5 consecutive days at school.		School or Deputy Head of Junior School.
--	---	--	---

Related Policies

10.1. Document Details

Document Details

Title	Smart Devices Policy
Policy Approver	
Date Approved	[Month] [Year]
Policy Owner	
Date Created	[Month] [Year]
Review Timeline	[Bi-annual] [Annual] [Every 2 years]
Date of Next Review	[Month] [Year]

10.2. Version Control

Version	Date	Description
	[Month] [Year]	

10.3. Audience

Audience	Publication Location



DRAFT