

Student Learning and Welfare

Policy – Acceptable use of SIM Enabled Devices and Personal Electronic Devices

1. Purpose

Challenge Trade and Business College (CTBC) recognises that SIM-enabled or personal electronic devices are an acceptable part of our students' daily lives. As such, CTBC is committed to providing a positive academic and social environment for the appropriate, safe and socially acceptable management of student-owned SIM-enabled devices and personal electronic devices. The benefits of this technology at the CTBC fosters positive learning and student welfare.

CTBC requires students to display courtesy, consideration, and respect for others when using a SIM-enabled or personal electronic device. As such, using SIM-enabled or personal electronic devices must never disrupt, upset or offend members of the CTBC community or the normal routine or running of the College.

2. Scope

This Policy applies to the management and acceptable use of all types of SIM-enabled and personal electronic devices, including, but not limited to, mobile and smartphones, laptops, tablets, cameras and video recorders, handheld game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, blue tooth enabled devices including smart watches, earbuds, headphones and speakers as defined below.

This Policy also applies to all areas of the CTBC and CET Campus, as well as during CTBC activities, such as incursions, excursions, and extra-curricular or co-curricular activities.

3. Policy Statement

All CTBC students must be aware of their obligations under this Policy. The College will provide students with the expectations regarding the acceptable use of SIM-enabled and personal electronic devices and the consequences of not adhering to these expectations.

4. Definitions, Term. Acronyms

Airplane Mode	Also known as flight mode or offline mode is a setting available on smartphones and other personal electronic devices that suspends the ability of the device to use Bluetooth, WIFI and telephony technologies.
BYOD	Bring Your Own Device
Bluetooth enabled	Any device that is connectable through Bluetooth can communicate and is usable with other compatible devices, including smartwatches, computers, computer keyboards, mice, personal digital assistants and audio devices (earbuds and headphones),
CTBC	Challenge Trade and Business College
Personal Electronic Device	Personal electronic devices have the capability to store, record, and/or transmit text, images/video, or audio data. Examples of such devices include, but are not limited to: pagers, laptops, cellular telephones, radios, compact disc and cassette players/recorders, portable digital assistants, audio devices

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	(earbuds and headphones), watches with input capability, and reminder recorders.
SIM enabled device	Any device that provides mobile data internet connections on a SIM (or eSIM) card on compatible devices such as smartphones, tablets and pocket WIFIs.

5. Managing unacceptable use of SIM-enabled devices and personal electronic devices.

a. What is allowed?

The only device students are permitted to use during academic lessons is their BYOD. All other devices must be stored in the student's bag and, where applicable, remain on "silent". Where it is Bluetooth enabled with other devices, it must be turned to "Airplane Mode".

There will be times during class when other devices may be permitted, and this will be communicated to the students by their respective subject teachers.

Students may use their break times to check their devices.

b. Unacceptable Use – First Offence

In the first instance, the student will be reminded of the need to store their device as outlined in 5a.

c. Unacceptable Use – Second Offence

If a student is reminded a second time about the acceptable use during class, the student will be requested to hand the device to the teacher/supervisor. The device will remain with the teacher for the duration of the lesson. The student may collect the device at the end of the lesson.

d. Unacceptable Use – Third Offence

If a student is reminded a third time about the acceptable use during class time (on the same day), the student will be requested to hand the device to the CTBC Office (device to be turned off). The device will remain in the Office for the remainder of the day. The student may collect the device from the Office at the end of the day, and the student's parent/carers will be contacted.

e. Unacceptable Use – Final

If a student is reminded on a consecutive day after 5 days has occurred, the student will be requested to hand the device over to the CTBC Office. The device will remain in the Office for the remainder of the day and must be given to the CTBC Office at the start of each academic day. The duration of the consequence will be negotiated between the Principal and the student's parent/carers.

6. References

NIL

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