

## Personal Electronic Devices Policy

This policy refers to the use of Mobile Phones, Laptop Computers and other Electronic Devices such as Portable Game Consoles and DVD Players on the college site.

For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.

### 1. Overview

- 1.1 The use of mobile phones is **restricted** under the terms of this policy.
- 1.2 Electronic devices, such as non-school sanctioned laptop computers, portable game consoles and DVD players **are banned** at Baldivis Secondary College.

### 2. Introduction

The Department of Education does not permit student use of mobile phones at Baldivis Secondary College unless for a medical purpose.

The management of mobile phones in the classroom setting is primarily considered to be a classroom management issue and failure to comply with the College Policy is regarded in the same way as any other breach of classroom behaviour standards. Refer to the college's Behaviour Management policy

### 3. Policy

This policy seeks to place reasonable restrictions on the use of these items in a school setting as follows:

- 3.1 Mobile phones must be switched off or on flight mode and out of sight whilst on college grounds, this includes recess and lunchtime breaks, unless the student has been granted an exemption to monitor a health condition as part of a school approved documented health care plan.
- 3.2 Under **NO** circumstances are students permitted to photograph or film **other individuals** without their consent; download and/or display inappropriate material including pornographic images; send harassing or threatening text messages (SMS) or multimedia messaging (MMS) messages or use a mobile phone to cheat during assessment. Such behaviour is considered to be a serious breach of school discipline and will be dealt with accordingly as per the college Behaviour Management policy.
- 3.3 Under **NO** circumstances may students use their mobile phone to contact home and make arrangements to leave the college. Any student who is feeling unwell at college must report to **Student Services** in the first instance with teacher permission or during break times.

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- 3.4 Where parent/guardians need to contact their children **urgently** during the college day they contact the college on (08) 9523 3600.
- 3.5 If a mobile phone is brought to the college students need to ensure that they are always stored safely in their bag.
- 3.6 The college accepts no responsibility for mobile phones that are brought to school and undertakes no responsibility to investigate their damage, misplacement, loss or theft.

## 4. Headphones

- 4.1 The college supplies headphones for specific activities when and where required, therefore personal headphones are banned.

## 5. Emergency Situations

- 5.1 In the event of an emergency situation students are not to use their mobile phones to photograph or record events, send text messages or make phone calls without the prior consent of a teacher.
- 5.2 Any student who uses their mobile phone to photograph or record events, send text messages or make phone calls without the prior consent of a teacher during an emergency situation will be deemed to have committed a serious breach of college discipline.

## 6. School's Wireless Network

- 6.1 Students are not permitted to connect to the college's wireless network using their mobile phone or other electronic device.

## 7. Consequences of Breaching the School Personal Electrical Devices Policy

- 7.1 Teachers have the right to **confiscate items** under the following circumstances:
  - When a mobile phone is not put away from view.
  - Where a mobile phone rings during the school day.
  - Where headphones are visible.
  - Where a Portable Electronic Device such as a Portable Game Console or DVD Player is seen at any stage on the school site.
- 7.2 When an item is confiscated by the teacher it will be placed in a dedicated envelope and handed to the **Front Office Receptionist** as soon as possible, where it will be logged and stored securely. Teachers **must not** allow a student to deliver any confiscated items.
- 7.3 The teacher will notify the parent/caregiver as soon as possible on the day of confiscation.
- 7.4 The name of the student will be recorded by the Front Office Receptionist on a spreadsheet to track breaches of the college's Personal Electronic Devices Policy.

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- 7.5 In the case of a first offence the student can pick up the item from the **Front Office Receptionist** at the end of the day.
- 7.6 Subsequent breaches of the college Personal Electronic Devices Policy will result in confiscated items not being returned to the student, but are to be collected by a parent/guardian.
- 7.7 If the student refuses to immediately hand the item over to the teacher, the matter will be referred immediately to the relevant **Deputy Principal** and the teacher will also inform the Curriculum Team Leader. The student may receive either a notice of intention to suspend or a suspension depending on any previous infractions.
- 7.8 If a student is found to have recorded, photographed or filmed other individuals without their consent; downloaded and/or displayed inappropriate material including pornographic images; sent harassing or threatening text messages (SMS) or multimedia messaging (MMS) messages or used a mobile phone to cheat during assessments the phone will be immediately confiscated and the matter referred to the **Deputy Principal** through the Curriculum Team Leader.
- 7.9 Students who send threatening, inappropriate, and/or harmful messages to other students during the course of the day will be dealt with within the parameters of the college's Behaviour Management policy. Continued breaches of these guidelines may result in a student being suspended from college.