Baldivis Secondary College

Personal Electronic Devices Policy

This policy refers to the use of Mobile Phones, Mp3 Players (e.g. ipods), Laptop Computers and other Electronic Devices such as Portable Game Consoles and DVD Players on the college site.

Overview

1. The use of mobile phones and mp3 players is restricted under the terms of this policy.
2. Electronic devices, such as non-school sanctioned laptop computers, portable game consoles and DVD players are banned at Baldivis Secondary College.

Introduction

The preferred position is that students do not bring mobile phones/ mp3 players to school. However, the college acknowledges that there are times when it is genuinely appropriate and beneficial for students to have access to such items.

The management of mobile phones/ mp3 players 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.

Policy

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

- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone or mp3 player.
- Students may only use their mobile phones or mp3 players before or after school or during recess and lunch breaks.
- Under no circumstances should teachers allow students to use their mobile phones during class time.
- Mobile phones and mp3 players should not be used in any manner or place that is disruptive to the normal routine of a school.
- Mobile phones must be switched off and out of sight in class. Silent or discreet settings are not acceptable. The mobile phone must be switched off.
- Mp3 players must be switched off and out of sight in class unless the student has the express permission of the classroom teacher to do otherwise.
- Mobile phone and mp3 players must be switched off and out of sight at all assemblies.
- Under NO circumstances are mobile phones to be used as a calculator or to access other information, such as the time.
- 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.
- 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.
- Where parent/guardians need to contact their children urgently during the college day, it is preferred
they contact the college on (08) 9523 3600.

- Mobile phones are not to be used or switched on inside toilets and/or change rooms.
- Students should ensure that mobile phones and mp3 players are always stored in a safe and secure place. Mobile phones and mp3 players and laptop computers are used at their owners’ risk.
- The college accepts no responsibility for mobile phones or mp3 players that are brought to school and undertakes no responsibility to investigate their misplacement, loss or theft.
- Staff will undertake not to have their mobile phones switched on in class.

Emergency Situations

- 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.
- 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.

School’s Wireless Network

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

Consequences of Breaching the School Personal Electrical Devices Policy

- Teachers have the right to confiscate items under the following circumstances:
  - Where a phone rings or is seen by a teacher in class or during an assembly.
  - Where an mp3 player seen by a teacher being used in class without the prior permission of the teacher.
  - Where an mp3 player is seen by a teacher during an assembly.
  - Where a Portable Electronic Device such as a Portable Game Console or DVD Player is seen at any stage on the school site.
  - Where a student comes into class with an earpiece around their neck.
- The item will be confiscated by the teacher and will be placed into an envelope, clearly labelled with the date and time, the teacher’s name and the student’s name. The item will then be handed to the Front Office as soon as possible, where it will be logged and stored securely.
- The name of the student will be recorded in case there are further breaches of this policy and an Info Sheet completed to ensure that parents/guardians are informed that their child has breached the college’s Personal Electronic Devices Policy.
- In the case of a first offence the student can pick up the item from the School Principal at the end of the day.
- 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.
- If the student refuses to immediately hand the item over to the teacher, the matter will be referred immediately to the School Principal.
- An Info Sheet will be completed ensuring that parents/guardians are informed that their son/daughter
has breached the College Personal Electronic Devices Policy and failure to follow the directions of a teacher.

- Students will not come into class with earpieces around their neck. This will lead to the confiscation of the earpiece.

- 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 School Principal.

- 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 BMIS policy. Continued breaches of these guidelines may result in a student being suspended from college.
Personal Electronic Devices Policy Student Agreement

- Mobile phones must be switched off and out of sight at all times in class and during the break between periods. Silent or discreet settings are not acceptable. The mobile phone must be switched off.

- Teachers have the right to confiscate items under the following circumstances:
  - Where a phone rings or is seen by a teacher.
  - Where an mp3 player is seen by a teacher being used in class without the prior permission of the teacher.
  - Where an mp3 player is seen by a teacher during an assembly.
  - Where a Portable Electronic Device such as a Portable Game Console or DVD Player is seen at any stage on the college site.
  - Where a student comes into class with an earpiece around their neck.

- The item will be confiscated by the teacher and will be placed into an envelope, clearly labeled with the date and time, the teacher’s name and the student’s name. The item will then be handed to the Front Office as soon as possible, where it will be logged and stored securely.

- The name of the student will be recorded in case there are further breaches of this policy and an Info Sheet completed to ensure that parents/guardians are informed that their child has breached the college’s Personal Electronic Devices Policy.

- In the case of a first offence the student can pick up the item from the School Principal at the end of the day.

- 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.

- If the student refuses to immediately hand the item over to the teacher, the matter will be referred immediately to the School Principal.

- An Info Sheet will be completed ensuring that parents/guardians are informed that their son/daughter has breached the College Personal Electronic Devices Policy and failure to follow the directions of a teacher.

- Students will not come into class with earpieces around their neck. This will lead to the confiscation of the earpiece.

- If a student is found to have photographed, voice recorded 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 School Principal.

- 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.

- Any student who is found to have posted on social media, made arrangements to be collected from school, made a phone call or sent a text message during the course of the day will be deemed to have committed a breach of discipline which may result in sanctions being imposed by the college.

I .......................................................................................................................... have read and understood the college policy in relation to Personal Electronic Devices, including mobile phones and I agree to abide by the above conditions as stated.

Signed: ................................................................................................. Date: ......................................
Mobile phones and iPods must be switched off and out of sight during class!