

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.
- **Unless the student has been given permission by their classroom teacher**, mobile phones and MP3 players must be **switched off and out of sight in class**.
- When not in use, mobile phones must be **switched off or on silent at all times on the college grounds**.
- 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 phone and MP3 players must be switched off or on silent and out of sight at **all assemblies, presentations and briefings**.
- Mobile phones may only be used as a calculator or to access other information, such as the time with teacher permission.
- 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.

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- 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 damage, misplacement, loss or theft.
- Staff will undertake not to have their mobile phones switched on in class.

Headphones

- Students are only permitted to use **in-ear headphones** within the college grounds.
- Students are expected to always have in-ear headphones available for use with their personal electronic device.
- For safety reasons, students are **only permitted to wear headphones in one ear**, unless otherwise advised.

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-in class or during an assembly.
 - Where a mobile phone or MP3 player is being used in class without the prior permission of the teacher.
 - Where a mobile phone 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.
- When an item is confiscated by the teacher it 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.

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- 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.
- 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**.
- 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.

Summary

On College Grounds:

- Mobile phones must be **switched off or on silent at all times on the college grounds**.
- Under NO circumstances are students permitted to photograph or film other individuals without their permission.
- Students are only permitted to use in-ear headphones within the college grounds.
- Students are expected to always have in-ear headphones available for use with their personal electronic device.
- For safety reasons, students are only permitted to wear headphones in one ear, unless otherwise advised.
- 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.

In Class:

- Unless the student has been given permission by their classroom teacher, mobile phones and MP3 players must be switched off and out of sight in class.
- Mobile phone and MP3 players must be switched off and out of sight at all assemblies, presentations and briefings.