

BALLAJURA  
COMMUNITY COLLEGE



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# **MOBILE ELECTRONIC DEVICE POLICY**



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## PERSONAL USE OF MOBILE ELECTRONIC DEVICE

Mobile Electronic Devices include but are not limited to smartphones, tablets, laptops, and music playing devices. The College recognises the importance of Mobile Electronic Devices to individuals as part of our everyday life and understands that such technology can enhance learning. With the use of these devices comes increased responsibility.

Responsible use of Mobile Electronic Devices include:

- Students are allowed to use their devices **before school, at breaks and after school**, however they cannot be used on site to take photos or videos of staff or other students. At all times the use of their devices should be courteous and respectful of others.
- Mobile Electronic Devices are not to be used in the classroom unless permission is specifically given for their use by the individual teacher i.e., diary, clock, timetable, notes, etc. Students are to respect the decision of the teachers in relation to the use of devices in class.
- Mobile Electronic Devices should not be charged on school premises.
- Under no circumstances are Mobile Electronic Devices to be accessible during examinations or tests.
- If students need to contact their parents during school hours to arrange an early departure if feeling sick, students must report to Administration and are not to contact parents directly.
- If a parent/guardian needs to contact their child in an emergency during class time, they must do this via Administration. If a parent/guardian needs to communicate with their child via a mobile device during the school day, they must understand that their child will not be able to attend to a phone call/message during class time and should try to restrict any essential communications to student break times.
- The use of Mobile Electronic Devices on camps and excursions is at the discretion of the supervising staff member. The Mobile Electronic Devices policy still applies and associated consequences also apply in the event of student misuse.
- The College takes no responsibility for theft, loss, damage or health effects (potential or actual) resulting from the use of Mobile Electronic Devices. Students should ensure that their devices are stored in a safe and secure place and adequately insured as personal property.

Breaches to the Mobile Electronic Device policy

- Any student found to be using Mobile Electronic Devices to record an incident which breaches expected College behaviour (for example fighting) will be sanctioned according to the College's Positive Behaviour Support Plan. This could include suspension.
- Students cannot engage in any form of sexual harassment or cyberbullying.
- Students are not permitted to record or photograph staff under any circumstance.
- Mobile Electronic Devices may be confiscated if they are misused or contain inappropriate content.
- If confiscated, parents will be called and requested to collect the confiscated devices from the Administration office. Students not showing respect to their teacher by refusing to follow their requests to hand over their device, will be sanctioned as per the College's Positive Behaviour Support Plan.
- It is a criminal offence to use a device to menace, harass or offend another person and as such, legal ramifications may apply where a student breaches the Mobile Electronic Device policy.

**Cheryl Townsend**  
Principal

