



BALLAJURA COMMUNITY COLLEGE POSITIVE BEHAVIOUR POLICY, PLAN AND PROCEDURES



MOBILE PHONE AND ELECTRONIC DEVICES POLICY AND PROCEDURES

Policy Rationale

Ballajura Community College is, and will continue to be, committed to the education of our students, staff and our College community in the responsible and acceptable use of mobile phones and electronic devices. Under direction from the Government of Western Australia and the Department of Education, the *Student Mobile Phones in Public Schools' Policy* states that **'The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purposes'**.

Minimising the use of mobile phones and electronic devices, when not in direct support of education, will ensure that Ballajura Community College can provide a safe and productive learning environment for students in our care. Limiting the use of mobile phones and electronic devices allows students to better engage with their learning and with their peers, without the pressure felt when needing to respond to a mobile phone.

Mobile phones and electronic devices cannot be used on the College site from the time students arrive at school, until 2:55pm, including recess, lunch and bathroom breaks. Mobile phones and electronic devices should be **'off and away all day'** unless the student has been granted an exemption for the following uses of mobile phones:

- to monitor a health condition as part of a College approved documented plan; or
- for a particular educational purpose under the direct instruction of a teacher; or
- with permission of a teacher for a specified purpose.

Guidance

- For the purposes of this policy, 'mobile phones and electronic devices' includes smart watches, other electronic communication devices, and associated listening accessories, including headphones and ear buds.
- **'Off and away all day'** refers to the time a student arrives at school to the end of the school day and break times.

Procedures

During class time

A commonsense approach is taken in monitoring the use of mobile phones and electronic devices during class time.

- Where students have not been permitted to use a mobile phone or electronic device during class time, staff will, while modelling our REACH values, ask the student politely to put their mobile phone or electronic device away, allowing the student time to follow the request.
- If the student chooses not to follow this request, staff will respectfully ask the student to hand their mobile phone or electronic device to them for confiscation. Teachers will complete an Electronic Device report on SEQTA.
- If a student continues to ignore a request, staff will refer to their Head of Department who will follow the College's *Positive Student Behaviour Policy and Procedures*.
- If a student refuses instructions from a Head of Department, the student may face further consequences.

Before school and during break times

A commonsense approach is taken in the monitoring of mobile phone and electronic device use during break times.

- Staff will, while modelling our REACH values, ask the student politely to put their phone away and keep moving, allowing the student time to follow the request.
- If the student chooses not to follow this request, staff will respectfully ask the student to put their device in their school bag, remaining present to ensure this request has been followed.
- If a student continues to ignore a request, staff will contact the duty Teacher in Charge or a member of the Student Services team to report the incident and provide the student's name for follow up in accordance with the College's *Positive Student Behaviour Policy and Procedures*.

Contact between students and parents/carers during the school day

Parents/carers who need to contact students during the school day for urgent or safety related reasons are requested to telephone the College reception and leave a message to be passed on to the student. Where a return call is requested, staff will locate the student and provide a private and secure environment in Student Services for the return call to occur.

Students who need to contact parents/carers during the school day should go to Student Services. If there is a valid reason for the contact, staff will arrange a private and secure environment for the student to contact parents/carers.

Breaches

- Students refusing to follow teacher requests to put their mobile phone or electronic device away or hand over their device will be sanctioned as per the College's *Positive Student Behaviour Policy and Procedures*.
- Refusal to follow instructions, or misuse of phones (e.g. inappropriate content, texting, filming, distribution etc.) may result in the mobile phone or electronic device being confiscated. If confiscated, students will be permitted to collect their device from Student Services at the end of the school day, on the first three occasions. If confiscated four or more times, parents/carers will be called and requested to collect the confiscated device/s from Student Services.
- **Students are not permitted to record or photograph staff or students under any circumstances.**
- Any student found to be using a mobile phone or electronic device to record an incident which breaches the College's code of conduct will be sanctioned according to the College's *Positive Student Behaviour Policy and Procedures*. This could include confiscation of the mobile phone or electronic device, loss of Good Standing and/or suspension. Students who film or share fight content will be suspended.
- Students cannot engage in any form of online sexual harassment or cyberbullying. It is a criminal offence to use a device to menace, harass or offend another person and as such, any incidents of this nature will be reported to police in addition to sanctions applied for breaching the College's code of conduct.