



BALLAJURA COMMUNITY COLLEGE POSITIVE STUDENT BEHAVIOUR POLICY AND PROCEDURES



MOBILE PHONE AND ELECTRONIC DEVICES 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 first bell at 8.40am (9.00am on Wednesdays) until the last bell at 2:55pm, including recess, lunch and bathroom breaks. Mobile phones and electronic devices should be '**off and away all day**' unless the student is using the phone/device:

- ✓ to purchase food at the canteen;
- ✓ to complete homework before school in the Student Services' chill zone;
- ✓ to monitor a health condition as part of a College approved documented plan;
- ✓ 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, and other electronic communication devices and associated listening accessories, including headphones and ear buds.
- '**Off and away all day**' refers to the time between the first bell and the bell to end the school day and includes break times.

Procedures

Students will be reminded of the '**off and away all day**' policy:

- at the start of the school year;
- through the new student induction;
- at PCG assemblies;
- via posters displayed throughout the College.

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

Where a student is found to be using their mobile phone or electronic device without teacher permission or where permission is granted but the student is using the mobile phone or electronic device for non-approved purposes the teacher will:

- ask the student to hand their device to them for confiscation.
- place the phone or device in the plastic folder with a completed student details slip,
- notify the student of the collection location and
- hand the plastic folder to Student Services or the Wellness Centre as soon as possible before the end of the school day
- complete an E-breach report on SEQTA.

If a student ignores a request to hand their device in, the teacher will contact the Head of Department or duty Teacher in Charge 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 a teacher's request to hand in 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.) will result in the mobile phone or electronic device being confiscated. If confiscated, students will be permitted to collect their device from Student Services or the Wellness Centre at the end of the school day. If confiscated four or more times, parents/carers will be called and requested to collect the confiscated device/s.
- **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 Behaviour Expectations will be sanctioned according to the College's *Positive Student Behaviour Policy and Procedures*. In addition to confiscation of the mobile phone or electronic device, this could include 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 Behaviour Expectations.
- Confiscated phones and devices will be stored in a locked compartment in Student Services or the Wellness Centre until they are collected.