



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 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, 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 a student has not been permitted to use a mobile phone or electronic device during class time for educational purposes, the teacher will request the student put their mobile phone or electronic device away.
- If the student chooses not to follow this request, the teacher will ask the student to hand their mobile phone or electronic device to them for confiscation. The teacher will give the phone or device to their Head of Department (HOD) to be placed in the plastic folder with a completed student details slip. The HOD will hand it to Student Services or the Wellness Centre at a break time. The teacher will complete an E-breach report on SEQTA.
- If a student continues to ignore a request, the teacher will refer to their Head of Department who will follow the College's *Positive Student Behaviour Policy and Procedures*.

Before school and during break times

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

- The teacher will request the student to put their mobile phone or device away.
- If the student chooses not to follow this request, the teacher will ask the student to hand their mobile phone or electronic device to them for confiscation. The teacher will place the phone or device in the plastic folder with a completed student details slip and hand it to Student Services or the Wellness Centre at the end of their duty. The Student Services or Wellness Centre officer will complete an E-breach report on SEQTA.
- If a student continues to ignore a request, the teacher 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 a teacher's request 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.) 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, on the first two occasions. If confiscated three 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 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.
- Confiscated phones and devices will be stored in a locked compartment in Student Services or the Wellness Centre until they are collected.