



ASPIRE - LEARN - ACHIEVE

PERSONAL ELECTRONIC DEVICES POLICY

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This policy applies to private personal listening devices which include – Mobile Telephones, iPods, Walkmans, MP3 players etc. and it is preferred these items are discouraged from being brought to Bentley Park College by students.

THE RATIONALE

Personal electronic devices including telephones and listening devices become distractions from learning in some cases. The school community supports the valid place of music in the lives of students, but not via the use of these devices whilst at school. Other concerns include –

1. theft of these devices
2. their connection to non-socialising behaviours
3. their potential impact on the learning culture of the school

Student Responsibilities

It is highly recommended that students do not bring personal electronic devices to school. **Students that choose to bring electronic devices to school must accept complete responsibility for the security of these items and MUST abide by this policy regarding the use of these items.**

POLICY

- All student mobile phones and electronic equipment (including those with Bluetooth functionality) are to be **switched off and out of sight during classes.**
- Where these devices are not being used in a teacher directed activity to enhance learning students should only use mobile phones or electronic equipment (including those with Bluetooth functionality)
 - before or after school,
 - during recess and lunch breaks
- These devices **are NOT be used during period change** as this slows the time students take to get to their next class,
- If students **uses any type of electronic device or the device is not out of sight**, students will be asked to surrender the devices to the teacher for collection from the Student Reception Office **after school – 3.00pm.**
- Students who refuse to surrender a personal electronic device when asked, will be referred to the relevant Year Level Administrator for consequences as outlined in the Responsible Behaviour Plan for Students.
- Students who have surrendered their personal electronic devices for a third time will not be able to collect them from the Student Reception Office. Parent / carers will be contacted and they will be asked to collect the phone from the Student Reception Office following a discussion with their students relevant Year Level Administrator.
- Students collecting personal electronic device from the Student Reception Office will be required to show their photographic student ID card. These devices if left on premises overnight are stored in the College strong room
- Using in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets will result in referral to the relevant Year Level Administrator.
- Mobile phone or electronic devices (including those with Bluetooth functionality) are not be taken into or used by students in exams or during class assessment.

- The sending of text messages or posting of statements or images to websites that contain obscene language and/or threats of violence is considered bullying and /or harassment or even stalking, and will be subject to appropriate disciplinary action and potentially police investigation.
- Invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material contravenes the *Invasion of Privacy Act 1971* and will be referred to the relevant Year Level Administrator for appropriate action.

STAFF RESPONSIBILITIES

If staff observes a student using a personal electronic device in scheduled class learning time whilst at Bentley Park College, they are to confiscate the device, label it appropriately with:

- the Student's Name
- the type and make of the device
- a brief description of the device
- advise the student to collect the device from the relevant Student Reception Office in the College Administration Building after 3.00pm

The staff member is to take the device to the Student Reception Office as soon as practicably possible after confiscating the device

Student Reception Officers will record the device into the confiscated register and lock it away.

Staff may decide to administer additional consequences, including a detention, for students using electronic devices.

If a student refuses to surrender their personal electronic devices teachers are to send a student to the Student Services Office to collect the relevant Year Level Administrator for further assistance.

Office Responsibilities

Staff at the Student Reception Office will take the personal electronic devices confiscated by staff members and record the item into the Confiscated Personal Electronic Devices Register.

The Student Reception Office will determine the frequency of the breach

The Student Reception Office will contact the parent / carer on the third breach and advise them to collect the device from the Student Reception Office and arrange for the appropriate Year Level Administrator to meet with them.

The Student Reception Office staff WILL NOT return a confiscated item without sighting the Student's Photographic ID Card

Administrator's Responsibilities

Year Level Administrators will monitor the Confiscated Personal Electronic Devices Register for regular offenders. For regular offenders further action will be taken including possible detention, counselling and parents being contacted to discuss the transgressions and to collect the device.

Parents' Responsibilities

Parents need to be conscious of the policy that students are only permitted be using their mobile phones during lunch breaks and before and after school.

In an emergency situation, parents are requested to contact students via the Main College Office. Parents should also be conscience of the fact that students move from class to class and as such getting a message to a student can take a period of time as the 7-12 Sector of the college does not have telephones in all classrooms or an intercom / public address system that operates to any rooms / buildings