



## Bourke High School - Mobile Phone and Electronic Device Procedure

### RATIONALE

Students who bring their mobile phone or similar devices such to school are expected to use it in a manner aligned to BHS expectations including:

- be safe (care for others)
- be respectful (following teacher instruction)
- be a learner (digital equipment off and in your bag)

While these devices can contribute to a rich learning environment, because they are fragile and often expensive, Bourke High School does not encourage or support students in bringing mobile phones, portable computer games, MP3 players, iPods, cameras or similar items to school. Students who bring these items to school do so at their own risk. Staff will not be responsible for their loss, theft or damage.

### IMPLEMENTATION

Students may not use their phones or other equipment in the school playground or classrooms at any time during the school day unless otherwise instructed by the teacher for educational purposes.

### SENIOR STUDENTS

It is recognised that the use of mobile phones may be an important part of some senior courses under the directions of the class teacher. This may involve the photographing of work, recording experiments or videoing of work. The teacher will actively supervise to ensure responsible use. Under all other circumstances the standard implementation rules apply.

### EXCURSIONS

The use of mobile phones and similar devices will vary depending on the age group, destination, timeframe and purpose of the excursion. The expectations will be made clear when excursion information is issued.

### INAPPROPRIATE USE

- If a student is seen with their mobile phone out in the classroom or playground, the teacher will instruct the student to take it to the office.
- If the student does not comply, the teacher will report the refusal to the Head Teacher or another Executive to come and remove the phone. Refusal to comply at this level may result in a Formal Caution of Suspension or a day's suspension for disobedience.
- Students can collect the mobile phone at the end of the day.
- If there are multiple recorded instances of the mobile being removed a suspension will be imposed for continued disobedience

### UNSAFE BEHAVIOUR

If a student uses their phones (or similar device) in an unsafe manner (harassing, intimidating or bullying) resulting in a lack of care for others and in a way that may have a negative impact on others or the school, the device will be immediately confiscated (no warning required). The student may also face suspension and be reported to the police for criminal behaviour.

### Devices confiscated will be:

- Turned off.
- Taken to the office and stored securely marked with the student's name.
- Device can be picked up at the end of the school day.

### EMERGENCY CONTACT

- Parents/Caregivers who need to contact students during school hours must report to or phone the front office. Parents would assist us in managing this issue if they do not contact their children directly during school hours.
- Students needing to contact parents/caregivers during school hours must do so through the front office. It would assist us if parents respond to direct calls from their children by telling them to go through the proper channels.

## **MOBILE PHONE PROCEDURE FOR TEACHERS**

BHS Wellbeing Code: Phones are for Home

- Any phones brought to school are to be handed in at the office
- ALL staff are to model the code – If you are required to mark rolls etc. or call DP or for an emergency be open with the students “I am required to use this phone for.....”

### **Students seen with or using a phone:**

1. Be reminded of the ‘Phones are for Home’ rule
2. Be told to turn it off and hand it in at the office
3. Teacher takes a 2 mins walk away (to allow for take up time and avoid confrontation)

### **Students not following the reasonable instruction:**

1. Advised not following the ‘Phones are for Home’ rule or a reasonable instruction
2. Be told to turn it off and place on teachers' desk – then to office, get back at end of day
3. Teacher takes a 2 mins walk away (to allow for take up time and avoid confrontation)
4. If refusal continues: Contact a Deputy Principal
5. Deputy attends to confiscate the phone (Deputy Principal will apply applicable consequences)
6. Teacher reinforces to the class the expectation that ‘Phones are for Home’

**Note:** if a student refuses to hand over a device, the student will be issued a formal caution of suspension and contact will be made home. Suspension may result if disobedience continues.