

## Mobile Phone and Electronic Devices Policy

### Purpose

This policy outlines the requirements for the management of mobile phones and personal electronic devices at Boronia Heights State School to ensure a safe, respectful, and distraction-free learning environment.

### Scope

This policy applies to all students enrolled at Boronia Heights State School.

### Policy Statement

The use of mobile phones and personal electronic devices (including those with Bluetooth functionality) is restricted within the school grounds. This includes, but is not limited to:

- Gaming devices (e.g. PlayStation Portable, Nintendo DS, Nintendo Switch)
  - Laptop computers and tablets
  - Personal Digital Assistants (PDAs)
  - Cameras and/or voice recording devices (including those integrated with mobile phones or MP3 players)
  - Mobile phones
  - iPods and similar audio devices
  - Smart watches and comparable wearable technology
- Devices with the capability to record images or video must be handed in at the Administration Office prior to the commencement of the school day. This requirement is intended to:
- Safeguard devices against loss, theft, or damage
  - Prevent inappropriate use of devices during school hours
- Boronia Heights State School accepts no responsibility for mobile phones or electronic devices that are lost, stolen, or damaged while on school premises.

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### Procedures

#### 1. Device Submission

Prior to the start of the school day, students must present their device at the student window in the Administration building.

#### 2. Registration

The device will be signed in using the school's electronic marking system. Students will receive a printed slip containing their name and registration details.

#### 3. Secure Storage

Devices will be labelled and stored in a secure location within the Administration building for the duration of the school day.

#### 4. Collection

At the conclusion of the school day, students must return the printed slip to the student window to retrieve their device.

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## *Mobile Phone and Electronic Devices Policy*

### **Compliance and Consequences**

Disciplinary action will be taken in accordance with the Boronia Heights State School Student Code of Conduct if a student is found to have used a mobile phone or electronic device to capture or distribute images, video, or audio of other students or staff while on school grounds.

If such an incident occurs, the principal will require the immediate deletion of the material. Where content has been shared electronically (including websites or social media platforms), steps will be taken to have the material removed.

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### **Further Information**

Resources and guidance on cyber safety are available at:

[Cybersafety Information for parents and carers](#)

Principal