



Personal Digital Devices (PDD) Policy and Procedure

Technology is a useful servant but potentially it can be a dangerous master. In society, technological advancements are commonly viewed as increasing productivity. This statement can also be aligned to schools.

However, these devices may pose a challenge to sustaining a safe learning and teaching environment for both students and staff.

Personal Digital Devices include but are not limited to:

- Smart phones
- Wireless accessories e.g. Air pods
- Smart watches

Students who bring a personal digital device to school must abide by the following expectations:

1. These devices are not to be used between a student's arrival time at school and the end of the school day (2.55pm).
2. These devices are to be switched off and kept in the student's secured locker at all times.
3. Should a parent wish to contact their child during the school day, parents are to phone the College office with a message which will be conveyed to the student
4. Should a student wish to contact their parent during the school day, the student is to ask the staff at Student Reception to phone the parent.

Students who do not follow these expectations will be directed to hand in their device at their Pastoral Leader's office for the remainder of the school day. The teacher should inform the Pastoral Leader and make an entry in ENGAGE.

Inappropriate use of devices according to the above expectations may result in a suspension from school.

Refusal to hand a PDD to a Pastoral Leader will result in a warning of suspension and referral to the Assistant Principal: Students.

Refusal to hand a PDD to the Assistant Principal: Students will result in a suspension.

Students who breach the College's Personal Digital Devices Policy and Procedure will undertake a Device Plan before use of the device according to the College policy and procedure are resumed.

The Pastoral Leader and the Assistant Principal: Students will determine the extent of the Device Plan.

PDDs are brought to school at your own risk. The school accepts no responsibility for stolen or damaged devices.

What can parents/caregivers do:

- Be supportive of the College's legal responsibility to a safe learning and teaching environment.
- Understand that the College accepts no responsibility for lost, stolen or damaged electronic devices.
- Be mindful that in cases of emergency the College office is the appropriate point of contact and we can ensure your child is reached quickly and assisted appropriately.