



Mana College

Next review: Term 4 2025

Cellphones and Other Personal Digital Devices

A personal **digital device** is any privately owned digital device that is not part of any school-approved **Bring Your Own Device (BYOD)** programme.

Mana College allows students to bring personal digital devices to school. We recognise that some personal digital devices can be used as a learning tool in the classroom, and teachers may incorporate their use into lessons when appropriate.

We discuss the school rules about personal digital devices at the beginning of the year, and throughout the year as needed. Any changes to our school rules are communicated to students and our school community.

Parent/Caregiver and student responsibilities

If a parent/caregiver needs to contact their child urgently during the day, they should call the office.

If a student brings a personal digital device to our school, the following guidelines apply:

- The school does not accept responsibility for lost, damaged, or stolen personal digital devices brought to the school but investigates any issues as appropriate.
- The device should be kept turned off and out of sight.
- Devices may not be used at break times.
- If personal digital devices are used for a learning activity, this is at the discretion of the teacher, and their use is supervised by school staff.

Students may take certain digital devices on EOTC activities, but should check whether their device is allowed before the activity commences. These guidelines and other relevant school policies apply.

Students are expected to follow our **Digital Technology and Online Safety** policy when using personal digital devices on school property or the school network.

Inappropriate use

If we see a student using a personal digital device inappropriately, we confiscate it. After the student locks the device, we place it in the office to be collected at the end of the day.

Inappropriate use of a personal digital device may include:

- using the device when not permitted
- any sort of bullying, including **online bullying**
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content.

Inappropriate use of a personal digital device is managed through the school **Behaviour Management, Responding to Digital Incidents**, and **Surrender and Retention of Personal Digital Devices** policies and procedures, as appropriate.

Related topics

- **Digital Technology and Online Safety**
- **Bullying**
- **Personal Property and Insurance**

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