



# Upper Harbour Primary School

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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.

For the purpose of this policy, a digital device may include computers, tablets, storage devices, cameras, phones, handheld PCs and consoles, smartwatches, video/audio devices, e-readers, and other similar devices. It can also include any other electronic tool, device, system or resource that can generate, store, or process data.

Upper Harbour Primary School does not recommend that students bring personal digital devices to the school. These are not necessary to have during the day. However, we understand that some parents like their children to have a device to communicate with them after school.

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

Smartwatches should not be used to communicate with parents/caregivers during classtime. 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. **Students must hand in their device to the office at the beginning of the day, and can collect the device at the end of the day.**

Personal digital devices may not be taken on EOTC events.

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.

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### Related topics

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

**Release history:** Term 1 2023, Term 2 2020

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<b>Last review</b>	Term 4 2022
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<b>Topic type</b>	Core
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