



Twizel Area School

Term 4 2022

Personal Digital Devices

A personal digital device is any privately owned digital device that is not part of a school-approved bring your own device (BYOD) programme. This includes cellphones, smartwatches, tablets, laptops, handheld PCs and consoles, portable music players, e-readers, and other similar devices.

Twizel Area School does not recommend that students bring personal digital devices to 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.

If a student does bring a personal digital device to school, the following guidelines apply:

- The school does not accept responsibility for lost, damaged, or stolen personal digital devices.
- The device should be kept turned off and in a locker or school bag.
- If personal digital devices are used for a learning activity, this will be at the teacher's discretion, 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.

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

Inappropriate use

If a student is observed using a personal digital device inappropriately, the student must hand it to a staff member immediately when asked. If possible, students should lock their device before handing it to staff. The device will be kept in the office and can be collected by the student 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, e.g. disrespectful messages about staff or other students
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content.

Inappropriate use of a personal digital device is dealt with through the school's **behaviour management, responding to digital incidents**, and **surrender and retention of digital devices** guidelines, as appropriate.

Related topics

- **Digital Technology and Cybersafety** ✓
- **Behaviour management** ✓
- **Bullying and Online Bullying** ✓