



Collingwood Area School

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.

Collingwood Area 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

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.
- Cellphones must remain in a student's bag or handed to the office between 8.45 am and 2.45 pm.
- A student can use a phone with the permission of the classroom teacher for educational purposes.

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 seen by a teacher a phone is confiscated and sent to the principal/deputy principal, who records the owner and returns the phone at the end of the day. If a student has a phone confiscated twice then the phone must be collected by a parent/caregiver and the student is then banned from bringing a phone to school at all. If a student is caught with a phone and refuses to give it up, the principal or deputy principal are required to intervene.

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**

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

Last review	Term 4 2022
Topic type	Core