



# Matua 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.

Matua 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 school time. 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.
- 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 are not allowed to take devices 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**

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