



Bundeena Public School

Digital Devices at School Guidelines

Introduction

We understand that parents and carers may rely on their child having a mobile phone or similar in order to contact them before or after school, for example to coordinate and organise transport home at the end of the day. Therefore, these guidelines only restrict the use of digital technologies during school time if not used for learning or wellbeing purposes.

Digital devices are the tools we use to connect to the internet or communicate with other people. As more devices become internet-capable, it's an impossible task to try and define every possible piece of hardware that can connect to the internet or to another device. The same thing is true with all the new websites, apps, games, social media, and other online services that are appearing and disappearing every day.

A digital device is any electronic device that can receive, store, process and share digital information, e.g desktops, laptops, tablets, smartwatches, smartphones,


Digital Devices at school include:

- Personal devices like mobile phones, tablets, laptops and smart watches that a student may bring to school
- School-provided devices
- Personal devices students bring to school as part of a BYOD program

Inappropriate use of digital devices will include students using them to bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the BPS Anti- Bullying Plan.

Guidelines for use (Not including digital devices used in the BYOD Program)

- It is recommended that all digital devices should be kept in schoolbags while walking or travelling to school by bus. (including digital devices used in the BYOD program)
- Digital devices are restricted during class, at recess and at lunch unless approved by the principal for an educational purpose where use forms part of a **reasonable** adjustment for student learning and wellbeing.
- Digital device should be signed in at the office where they will be securely stored until they are collected at the end of the day.
- Students are not to take digital devices, other than a camera, on overnight excursions or discos.
- Students must not lend their devices to another student. The student who owns the device will be held responsible for it's use.
- If a digital device is kept in a student's bag or on the student:
 - the school and staff members will not accept any responsibility for any loss or damage to or for investigating loss or damage.

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- they are not to be taken out during school hours under any circumstances. If they are caught doing so their phone will be given to the principal and parents will need to collect the phone from school.

Introduction and Reinforcement of the Digital Devices at School Guidelines

- Teachers will discuss the guidelines with their classes
- When inappropriate use is detected it will be dealt with in the terms of the guidelines
- The community will be made aware of the guidelines in the weekly newsletter
- The guidelines will be given to new enrolments

Future Directions

The school will continue to focus on equipping students with the skills to be safe, responsible and respectful users of digital technology and online services. BPS will continue to use digital technology to reinforce and complement classroom teaching.