



# Personal Digital Device Policy

## Scope

This policy applies to all Huntfield Heights School P-6 students, staff, visitors, volunteers and contractors whilst on site at school and/or attending school events off site (including camps and excursions).

A Personal Digital Device encompasses all digital devices including, but not limited to mobile phones, smart watches and tablets and applications capable of accessing and using the internet and/or communicating with other devices/people.

## Rationale

The increased ownership of Personal Digital Devices (PDD's), require that school staff, students and parents take steps to ensure that these PDD's are used responsibly.

Huntfield Heights School P-6 is committed to providing an environment that is safe and free from unnecessary distractions and harassment. The Personal Digital Device (PDD) Policy is designed to ensure that appropriate guidelines are set for the use of such devices and potential issues can be clearly identified and addressed. Huntfield Heights School P-6 understands that parents give their children mobile phones and other digital devices as important communication tools. These devices are used to protect them from everyday risks involving personal security and safety whilst travelling alone to and from school.

Teaching and learning are our core business and for this reason, student PDD use should not disrupt classroom lessons, or be used during breaks such as lunch and recess time.

This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours, and works alongside the HHSP-6 'Acceptable Computer Network and Internet Use Policy'.

**Huntfield Heights School P-6 accepts no responsibility for replacing lost, stolen or damaged devices that are brought to school.**

## Student Responsibilities

The use of a PDD to take photos, video or audio recordings is not permitted on the grounds of HHSP-6 or while involved in school activities under any circumstances. Students are not, at any time to make calls, send text, multimedia, email or any other message to a parent, student or any other member of the community while on school grounds or while a participant in an activity associated with Huntfield Heights School P-6.

Students will:

- Turn their Personal Digital Device off before entering the school grounds
- Store switched off device in the front office
- Not turn device back on again until leaving school grounds at the end of the day
- Not use PDD's during school time or activities to access the internet, whether through school Wi-Fi or 3G/4G/5G networks.



If parents/caregivers need to contact their child during the school day, or your child needs to contact you, this can be done via the school landline – 8384-5300.

## Consequences

Students who do not use PPD's in an appropriate manner will be responded to in line with the following policies:

- Personal Digital Device Policy 2021
- HHSP-6 / DfE Acceptable Computer Network and Internet Use Policy
- HHSP-6 Behaviour Policy

Breaches of the PPD Policy may result in the following action:

- First offence – student PDD confiscated, and returned to student at the end of the day
- Second offence – student PDD confiscated until the end of the day and returned when parent or caregiver collects it from the school office
- Third and subsequent offences - as for second offence, and in line with the HHSP-6 Behaviour policy which will include an office time out.
- Ongoing refusal to comply with this policy may result in suspension

Please note:

- Accessing the internet or using any communication software, app or program that accesses the internet, via third party WIFI or 3G/4G/5G, while at school or involved in school activities is forbidden under the Acceptable Computer Network and Internet Use Policy. Breaches of this nature may have additional consequences that could include suspension of rights to access the school internet network as well.
- Incidents of digital or online bullying or harassment will be responded to in line with the HHSP-6 Behaviour Policy

## Principal and Staff Responsibilities

The principal will make sure that:

- this policy is clearly communicated and accessible to all students, staff, and families, there is a process for regular review of the policy
- secure storage is provided for student personal devices that are handed in to school staff
- Processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Consider requests for exemptions from the policy from parents on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Staff will revisit this policy with students at the beginning of each year, and as necessary to ensure student understanding. Staff will deliver learning opportunities and maintain a safe and productive learning



environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment at times when a device is being used by a student in line with an approved exemption.

- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

## Parent, Carer & Visitor Responsibilities

All parents and carers will support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

- Turn PDD's to silent when entering meetings, assemblies, teaching spaces and the office area
- Take and make calls outside of teaching and office areas.
- Refrain from taking photos or video images on their PDD of any student other than their own child during any school activity, whether they are on site at Huntfield Heights School P-6 or at any other location. If a teacher asks such a person to take class images or video for class records, then this MUST be done on a school owned device.

Developed & Ratified: May 2021  
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