



# PERSONAL DIGITAL DEVICES (PDD) POLICY AND PROCEDURE

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# PERSONAL DIGITAL DEVICES (PDD) POLICY AND PROCEDURE

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## **Personal Digital Devices include but are not limited to:**

- Smart phones
- Wireless accessories e.g. Air pods
- Smart watches

PDDs are brought to school at the students' own risk. The school accepts no responsibility for stolen or damaged devices.

## **Students who bring a personal digital device to school must abide by the following expectations:**

1. These devices are not to be used between the start of the school day (8.40am) and the end of the school day (2.55pm).
2. These devices are to be switched off and kept in the student's secured locker at all times.
3. Should a parent wish to contact their child during the school day, parents are to phone the College office with a message which will be conveyed to the student.
4. Should a student wish to contact their parent during the school day, the student is to ask the staff at Student Reception to phone the parent.
5. The student must use a key card for tuckshop purchases during the day. The Qkr! app may be used before 8.30am for preordered tuckshop purchases.

In the first instance, students who do not follow these expectations will be directed to hand in their device to their Pastoral Leader's office for the remainder of the school day.

In the second instance, students will be directed to hand their device to their Pastoral Leader for the remainder of the school day and parents will be asked to collect it from the Pastoral Leader.

Inappropriate use of devices according to the above expectations will result in a suspension from school. The Pastoral Leader and the Assistant Principal: Pastoral will determine the extent of the suspension.

## **What can parents/caregivers do:**

- Be mindful that the College office is the appropriate point of contact and we can ensure your child is reached quickly and assisted appropriately.
- Be supportive of the College's legal responsibility to a safe learning and teaching environment.

Understand that the College accepts no responsibility for lost, stolen or damaged electronic devices.