

# Cell Phone/Personal Digital Device Use

## Introduction

Cell phones and personal digital devices are part of everyday life for many people. This procedure is to ensure they are used appropriately at school.

A personal digital device is any privately owned digital device that is **not** part of a school-approved bring your own device (BYOD) programme. This includes, but is not limited to, cell phones, smartwatches, tablets, gaming consoles, portable music players, e-readers and other similar devices.

Paraparaumu Beach School does not recommend that students bring personal digital devices to school as these are not necessary to have during the day. However, we do understand that some parents like their children to have a device to communicate with them after school.

## Guidelines and Procedures:

- We discuss the school rules about personal digital devices at the beginning of the year, and throughout the year as needed.
- Student cell phones are handed in to the class teacher to be stored between 9-3pm. The device must be switched off and placed in the class box at the start of the school day (first bell) and collected at the end of the day on departure.
- The school does not accept responsibility for lost, damaged, or stolen personal digital devices.
- Smartwatches and other communicating watches may be worn at school, provided these are switched to flight mode for the duration of the school day.
- Student's personal digital devices may not be taken on EOTC events, unless specifically stated by the classroom teacher or teacher responsible for offsite activity ( eg: in some situations, students may be allowed to take their cellphones to use as a camera.)
- If a parent needs to contact their child urgently during the day, they should call the school office.
- For communicating during emergency situations (e.g. earthquake, lock-down, fire), the school will follow the relevant emergency procedures.
- If a student is acting outside of these guidelines e.g. using cellphone at break times, then their device will be confiscated and stored until the end of the school day. Additionally, the student may be asked to leave the phone at home if they repeatedly don't adhere to these guidelines.
- If a cell phone is used for harmful purposes the teacher may ask for the phone to be handed in and it will be held by the teacher/deputy principal until collected (at specified time). Refer to Search, Surrender and Retention of Property procedure.

- In exceptional circumstances, a pupil may seek prior permission from a staff member to use the phone to check or send a message during the school day.

**Guidelines and Procedures for Staff and Relievers use:**

- Cell phones on the school site are the responsibility of the owner.
- Cell phones will be turned to silent during meetings.
- Private usage will be kept to a minimum to ensure active engagement with job responsibilities.
- During learning / teaching sessions and playground supervision, cell phones may be used for curriculum purposes e.g. stopwatch, see-saw, eTap access.
- Staff are able to access the school WIFI and must adhere to the school's Digital Technologies procedure and the Teachers Code of Conduct  
<https://teachingcouncil.nz/professional-practice/our-code-our-standards/>

**Conclusion**

Any personal digital devices that are brought to school should not become a distraction to the learning environment.

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