



## Personal Digital Device Policy

### Scope

This policy applies to all Birdwood Primary 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 administrators, teachers, students and parents take steps to ensure that these PDD's are used responsibly.

Birdwood Primary School 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.

Birdwood Primary School 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 works alongside the BPS 'Acceptable Use Agreement' that all staff and students sign.

***Birdwood Primary 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 BPS 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 Birdwood Primary School.

Students will:

- Turn their Personal Digital Device off before entering the school grounds
- Store switched off device in their classroom for the duration of the school day
- Not turn device back on again until leaving school grounds at the end of the day
- Not take devices out of bag under any circumstances at a break time or during any other outside activity
- Not use PDD's during school time or activate to access the internet, whether through school Wi-Fi or 3G/4G/5G networks.

If you need to contact your child during the school day, or your child needs to contact you, this can be done via the school landline - 85685329.

### 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 2019
- BPS / DfE Acceptable Use Agreement
- BPS Behaviour Support Policy



# BIRDWOOD PRIMARY SCHOOL



Government  
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## 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 BPS Behaviour policy which will include community service
- 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 both the Acceptable Use Agreement. 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 BPS Behaviour Support Policy

## Staff Responsibilities

Teachers will revisit this policy with students at the beginning of each year, and as necessary to ensure student understanding.

To model our commitment to this policy, school staff will:

- Switch off or place on silent PDD's during class, and meetings to model good practice and ensure distractions do not occur. Offsite staff on camps / excursion or using their PDD to maintain contact with the school while on Park Duty are examples of exceptions and flexibility with this expectation
- Ensure personal calls, text messages and/or emails are not taken while they have duty of care for students. While pressing or urgent personal matters may override this responsibility, such disruptions should be kept to a minimum

A school mobile phone will be available for staff use while on camps, excursions or other situations when they are off site, and showing duty of care to students.

## Parent / Visitor / Contractor Responsibilities

All parents, visitors and/or contractors will:

- Call the Front Office as their point of contact to students. Unless it is a critical or highly exceptional circumstance, direct contact with students is not possible
- Turn PPD's to silent when entering meetings, assemblies, teaching spaces and the office area
- Take and make calls outside of teaching and office areas.
- Not take photo or video images on their PDD of any student other than their own child during any school activity, whether they are on site at Birdwood Primary 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.