

Papakura High School

N1.3 Personal Digital Devices Policy

Rationale

Personal digital devices, mostly cellphones, are a cause of distraction to student learning when used for personal purposes during class time. In addition, personal devices can be misused for cyber-bullying, inappropriate filming, and sharing of content.

Purpose

To ensure that consistent expectations around personal device use are implemented across the school.

To provide a safe emotional and physical environment for all students and staff.

To ensure appropriate outcomes are in place, including disciplinary or corrective actions for misuse of personal digital devices.

Principles

PHS does not recommend that students bring personal digital devices to school. Devices are not necessary to have during the day. If a parent or caregiver wishes to urgently contact a student during the school day, they can do so by contacting the Attendance Officer.

However, we understand that family members may wish to contact their child after the school day has finished. The school does not take any responsibility for lost, stolen or damaged devices.

Guidelines

1. **Students in Years 9 & 10 are not permitted to use a personal digital device at any time during the school day.** Should students bring a device to school it must be switched off and kept out of sight. If a student breaches this policy, they will be subject to the sanctions outlined below.
2. **For students in Years 11-13 personal digital devices are permitted at school but can only be used during designated break times.** Students who bring devices to school must adhere to the following guidelines:
 - Devices must be switched off and kept out of sight during class, Kaitohutohu, assemblies and Whānau times.
 - Devices may not be used between classes unless it is a designated break time.
 - Any student inappropriately using their device during break times will have it immediately confiscated by a staff member and the misuse will be entered into the school's Student Management System. Misuse may include; any form of bullying, taking photos or videos of others without their permission and forwarding inappropriate messages or content.
3. The use of digital devices on EOTC activities is at the discretion of the staff member in charge of the trip. It is not recommended that students bring devices on trips.

4. Headphones and earbuds are not permitted during class time. Exceptions may be made for students on an Individual Education Plan.

Sanctions

Breaches of the policy will follow a three strikes system:

- **First offence:** The student is warned, must put the device away and the staff member logs the strike in Kamar. A warning slip is issued to the student.
- **Second offence:** The device is confiscated by the staff member, taken to the Hauora Hub as soon as possible and can be collected at the end of the school day. The staff member will contact home and enter the strike in Kamar and a slip will be issued to the student.
- **Third offence:** The device is confiscated by the staff member, taken to the Hauora Hub as soon as possible is retained until a parent or caregiver can collect. The staff member will contact home and enter the strike in Kamar.

Subsequent breaches will be dealt with by the school's discipline system and may result in stand down for continual disobedience. Failure to surrender the device on request will lead to immediate escalation to Kaiairahi for a consequence.

Notes

- A chromebook or laptop is not considered a personal digital device.
- All confiscated phones will be stored securely in the Hauora Hub until they can be collected.
- If the device is borrowed from another student the policy still applies.
- From time to time, the principal may suspend the policy for special events.

Legislative compliance

Reviewed: Term 1, 2023

Next Review date: Term 1, 2026

Signed:

Designation: 
Presiding Member, Board of Trustees

Related procedures/supporting documentation

Policies

N3.2 Privacy Policy

Procedures

5.7 Surrender and Retention of Property Procedures

5.16 Bullying Procedures

5.13 Cybersafety Procedures

Documents

Staff Manual Handbook