

## Digital Device Use (supplementary document for students)

### What are digital devices?

Digital devices include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services.

### During the School day:

- Mobile phones are not permitted to be used once students arrive at school and enter the school grounds, until the end of the day 3.27pm.
- Mobile phones are to be out of sight at all times during the school day (in lockers and on silent).
- No mobile phones to be used during recess and lunch.
- In regard to an emergency, **DO NOT CALL home**. Students must go to **Reception** and a call will be made to the parent **by the College**.

### When can I use my phone?

- Students may only use digital devices for educational purposes to support learning at the direction of the class teacher. Upon completing the set work, the device is to be returned back to your locker at the end of your class until the conclusion of the day.
- For the remainder of 2023, phones can be used to access Apple/Google Pay at the Canteen and then immediately placed in your locker. This will no longer be the case in 2024, where phones are not to be used at all during the school day.
- Headphones may be used for learning **when and IF**, the teacher authorises use for a specific purpose to support planned learning. Mobile phones will not be used by teachers as a learning tool, so students will not need them in class.
- Where a student needs a medical or wellbeing exemption, this will be authorised by the Principal based on the particular circumstance and medical condition.

### What is considered 'inappropriate use'?

- Using the mobile phone during school hours when device use is banned.
- Unauthorised filming, recording, or taking photos in class or during the school day and at school events.
- Unauthorised uploading of images, video or recording of Brigidine Students, employees, College logo or emblems or College facilities to the internet.
- Texting, social media use or calling during school hours.

### What will happen if I breach the Digital Device use policy?

- Device will be confiscated for the day and handed into Reception.
- An **after school detention** will then be issued. Student will be able to collect their confiscated mobile device from Reception at the end of the day.
- On the 3<sup>rd</sup> instance of confiscation, a 3<sup>rd</sup> after school detention will still be issued. Parents will also be required to attend the school and meet with the Principal and Director Student Wellbeing. Subsequent to the meeting, students will be subject to a sanction resulting in suspension.

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