ST MATTHEW'S SCHOOL

NARROGIN

DIGITAL DEVICES PROCEDURES

VISION STATEMENT

St Matthew's School empowers children to embrace life-long learning, and grow and develop as God intends.

Developed 2020
Reviewed 2026

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Reviewed 2026

St Matthew's School
Digital Devices Procedures

Rationale

Digital Devices, such as mobile phones, smart watches and iPads, are part of modern society and the school accepts that many students will possess these devices. There are times when it may be genuinely appropriate and useful for students to have access to them. However, ever-changing technology presents a number of challenges to the school environment. These include:

- Digital devices interrupting lessons and disturbing the learning of others.
- Loss and theft of digital devices.
- Digital devices being used inappropriately (for illicit text or photos)
- Digital devices being used inappropriately on excursions and other school related events.
- Issues of social status, peer pressure, socialisation and harassment.

Principles and Procedures

St Matthew's School has in place appropriate methods, through the Office, for parents to contact students and vice versa. It is preferred that students do not have digital devices at school. When students do bring them, the following policy applies:

- Students shall not use a digital device at school. This includes, but is not limited to showing and/or sending text, images or recordings to other students, filming of students, playing music.

- On arrival at school, digital devices must be switched off and handed to the classroom teacher. These will be placed in the office pouch and sent to the office. The device will be returned in the office pouch, to the classroom teacher, at the end of the school day.

- Digital devices should not have images, text or recordings on them which may be deemed to be offensive to others.

- The school accepts no responsibility for digital devices that are brought to school. It is the responsibility of the student to safeguard against misplacement, loss or theft.

- Use of a digital device in school hours will result in the device being confiscated by the teacher and placed at the office. A letter will be sent to the student's parents from the Principal asking them to contact the school to arrange collection.

- Use of digital devices during out of school functions arranged by the school including excursions, camps, and retreats will not be permitted. Arrangements are in place for communication with a staff member in the case of an emergency.

If the procedures are not followed then:

1. The digital device will be confiscated from the child and must be collected from the Office by a parent/caregiver.

2. There will be a letter sent home to inform parents of the matter and a warning is registered and noted.

3. Any re-occurrence will result in an in-school suspension.

4. For serious breaches, students may be excluded from bringing a digital device, to school and/or lose access to the school's ICT for an extended period of time in line with the schools Information and Communications Technology Policy.