

## PERSONAL DEVICE POLICY

### Primary (K-Grade 4)

- Primary students are not permitted devices of any type (smart watches, phones, laptops, iPads) in school. Students are welcome to use the phone in the office if they need to contact parents.
- If parents are insistent that a student must bring in a device, it is at their own risk and it must be kept in their school bag; it should not be visible.

### Secondary (Grade 5 - Grade 11)

- **Phones and smart watches** must be **locked in the phone box** at the start of homeroom. They will remain locked away until 2.45pm. The teacher will unlock the phone box at this time for the students.
- They must be **fully turned off** in the phone box. If a phone goes off in the phone box, it will be confiscated for **1 working day**, so will be returned at the end of the following school day.
- The only situations where a phone should be removed before 2.40pm is if a staff member facilitates this.
- If a student is found with their phone when it should be in the phone box, it will be confiscated and kept in the office for **3 working days**. For example, if it is confiscated on a Tuesday, it will be returned to the student at the end of the day on Friday. If it is confiscated on a Friday, it will be returned to the student at the end of the day on Wednesday. This also applies to primary students, if a phone is heard or seen.

### IB (Grade 12 - Grade 13)

- IB students must have their phones in the phone box during class, but are permitted them at break and lunchtime. They are never to be out or used in class unless explicitly requested by the teacher.

### Other devices

- G10 - G13 students require a personal laptop device in school. They will be provided with student internet access.
- Laptops must be on the students' person or locked in a locker. They must not be on desks unless the teacher has explicitly asked students to use them.
- If a student misuses this privilege, it will be revoked.
- Headphones are not permitted to be worn when students are moving around school or in class.