



Mobile Phones and Other Personal Digital Devices

At Howick College, our approach to mobile phones and other personal digital devices supports student engagement and achievement. Personal digital devices include mobile phones, which we manage according to government regulations, and other devices such as laptops, tablets, and smartwatches. Devices that are part of a school-approved **Bring Your Own Device (BYOD)** programme have separate conditions for use.

Policy Statement: Howick College allows students to bring personal digital devices to school. We recognise that some devices can be used as a learning tool in the classroom, and teachers may incorporate their use into lessons when appropriate.

General Device Requirements at School

The school promotes safe and responsible use of digital technology. Students are required to comply with our digital technology policies and procedures if devices are brought to school. See **Digital Technology and Online Safety**.

Mobile Phones

If students bring personal mobile phones to school, the following requirements apply:

1. In lessons, students must turn their mobile phone off and keep them in their bag, unless they have gained a teacher's permission to use a mobile phone for health reasons, individual learning needs or specific educational tasks.
2. Outside of lessons, students must turn their mobile phones off and keep them out of sight at all times. At the discretion of the duty staff, there may be situations in which students are allowed to use their mobile phones for health reasons, personal well-being, individual learning needs, specific educational tasks, or circumstances agreed to by a Senior Leader.
3. Students may be permitted to take mobile phones to EOTC events but must check with the teacher or person in charge whether the phone is allowed before the event starts. If permission is given, students must turn their mobile phones off and keep them out of sight at all times, unless they have gained a teacher's permission to use a mobile phone for health reasons, individual learning needs, specific educational tasks, or circumstances agreed to by a Senior Leader.

Inappropriate use of a personal digital device may include:

- using a device when not allowed
- any form of bullying, including **online bullying**
- sending or sharing inappropriate content
- taking photos or videos of other people without their permission.

Inappropriate use of a personal digital device is managed according to the relevant school policy or procedure:

- **Behaviour Management**
- **Responding to Digital Incidents**
- **Surrender and Retention of Personal Digital Devices**
- **Howick College Mobile Phone Procedure**

The principal assures the board that the school does **not** allow students to use mobile phones during school hours, including break times, unless students have been granted an exemption. See **Self-Review and Board Assurances**.

Release history: Term 1 2024, Term 1 2023, Term 2 2020