



Lake Rotoma School

Cellphones and Other Personal Digital Devices

At Lake Rotoma School, our approach to cellphones and other personal digital devices supports student engagement and achievement.

Personal digital devices include cellphones, 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.

Lake Rotoma School does not recommend that students bring personal digital devices to school.

Cellphone regulations

To comply with government regulations, we ensure students do not use cellphones during school hours, including break times. Parents/Caregivers can request an exemption from the school if required. We allow exemptions for students to use cellphones if they are required for:

- a specific educational purpose approved by a teacher
- health needs (e.g. to monitor insulin levels)
- disability or learning support needs
- a special circumstance approved by the principal.

If a parent or caregiver needs to contact their child during school hours, they should call the office.

Rules about cellphones and other personal digital devices made by the board are a **school bylaw**. The board consults with the school community when making or amending bylaws. We discuss school rules about personal digital devices at the beginning of the year, and throughout the year as needed.

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**.

If students bring personal digital devices (including cellphones) to school, the following requirements apply:

- Students are not allowed any digital devices on EOTC activities, unless organised with the teacher or the person in charge.
- Students must hand in their device to the office at the beginning of the day, and can collect the device at the end of the day.
- If devices are used for a learning activity, this must be approved and supervised by teaching staff.

Inappropriate use

Inappropriate use of a personal digital device may include:

Under review

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- using a device when not allowed
- any sort 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**

If a student uses a personal digital device inappropriately (including using a cellphone when it is not allowed) the student must hand it to a staff member immediately when asked. If possible, the student should lock their device before handing it to staff. The device will be kept in the office and can be collected by the student at the end of the day.

The principal assures the board that the school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption. See [Review Schedule and Board Assurances](#).

Related policies

- [Digital Technology and Online Safety](#)
- [Personal Property and Insurance](#)
- [Bullying and Harassment](#)
- [Public Sharing of Personal Information](#)
- [Recording Photos, Video, and Sound](#)
- [EOTC Consent](#)

Legislation

- [Education \(School Boards\) Regulations 2020 \(Part 4, s 22\)](#)

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