



# **Student Use of Personal Digital Devices**

## **FREQUENTLY ASKED QUESTIONS**

### **What does Personal Digital Device (PDD) mean?**

Personal Digital Device (PDD) means phone, smartphone, tablet, smartwatch, or any other emerging voice or data device that accesses a commercial mobile telecommunications service.

### **Why can't I just turn off my phone and keep it in my pocket?**

Studies have shown that knowing the phone is nearby is enough to unconsciously distract people. It can still lead to reduced concentration and memory capacity. Keeping the PDD secure in a locker throughout the school day is the simplest way to encourage all students to be fully engaged.

### **How can I make sure my PDD is secure?**

Phones and devices must be secured in a locker during school hours. The College does not accept responsibility for loss, theft or damage to your PDD. If you do not have a lock for your locker, you may purchase one from the General Office (\$16.50).

### **What if my parent/carer needs to contact me during the day?**

Your parent/carer may send an email to your CMC email address or contact the General Office in an emergency to have a message passed on. You can also catch up on your messages at the end of the school day.

### **What if I feel sick and I want to contact my parent/carer?**

If you feel unwell, you should go to the General Office and a member of staff will contact your parent or carer. If you need to be collected during the day, a staff member will phone your parent or carer to arrange a pickup.

### **How can my parents/carers let me know when they are waiting outside to pick me up for an appointment?**

If you need to leave school during the day, you must arrange an Exit Pass from the General Office. You then come to the Office at the arranged time and wait until your parent or carer arrives.

### **I have health concerns that I need my phone or device to help with - what should I do?**

Students with documented health and wellbeing concerns may be granted an exemption under certain circumstances. Speak with your Student Advocate or a member of the Wellbeing

Team about your concerns. They may be able to help you find an alternative or work through the process for an exemption.

### **How can I pay for food at the canteen?**

Both canteens accept payment by cash and debit cards. At Coolock, payments may also be made using Flexischools – the online ordering system.

### **What about the apps on my phone that I need for schoolwork?**

Most apps can be downloaded on to laptops. Talk to your subject teacher for assistance or you may be referred to ICT for specialist programs.

### **Sometimes we are allowed to use our phone in class. Will this change?**

If there is a situation where the use of PDD in class is genuinely appropriate and beneficial, your subject teacher will notify students in advance that PDDs may be used for that specific purpose and time only.

### **In some classes we are allowed to listen to music through headphones. Will I still be able to do this?**

Music can be downloaded at home and saved on your laptop. Students will be able to listen to their own downloaded music if permitted by their subject teacher.

### **The teacher wants us to take a photo of the board - how can I do this without my phone?**

Your laptop can be used to take a photo if necessary, or your teacher may take a photo and email it to the class.

### **Why does the teacher on yard duty have a phone?**

Teachers on yard duty have a school-issued mobile phone. This is not for personal use and is for security or to contact the General Office in an emergency.

### **Won't lunchtime be boring if I can't check my phone?**

You are encouraged to take part in activities, sport and clubs during break times. Staff will make sure there are plenty of opportunities for social interaction.

### **How can my boss contact me for a work shift at the last minute?**

If you have a part-time job, you need to make sure your employer understands that you cannot be contacted during school hours. You will be able to catch up with messages at the end of the school day.