



Aquinas College

183 Pyes Pa Road, RD3, Tauranga 3173, NZ

OPERATIONAL POLICY

Mobile Phone Use

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| Latest Revision | February 2023 |
| Reviewer | Principal |
| Next Revision | February 2024 |
| Associated Governance Policies | 5.7 Cyber Safety 5.10 Student Behaviour Management |

INTRODUCTION

This policy ensures that the learning of students is maximised while minimising any potential for distraction.
NB: Students are not required to bring mobile phones to school.

PROCEDURE

Middle School Students (Years 7-10)

1. Students are not permitted to use their mobile phones at school between 8:30am – 3:20pm. While students are strongly encouraged not to bring their mobile phones to school, if they do bring them, they must be switched off and in their bags.
 - a. This is inclusive of off-site school trips.
2. If students fail to comply with this policy, the following consequences shall apply:
 - a. First offence:
 - i. The mobile phone is to be surrendered to a staff member. The phone will be stored at the college office in a locked cupboard. The student can collect it at the end of the day. Their Dean will be notified.
 - b. Second Offence
 - i. The mobile phone is to be surrendered to a staff member. The phone will be stored at the college office in a locked cupboard. The phone must be collected from their child's Dean by a parent.
 - c. Third Offence
 - i. The mobile phone is to be surrendered to a staff member. The phone will be stored at the college office in a locked cupboard. A third offence will lead to parents and the student needing to meet with the Assistant Principal responsible for Pastoral Care to collect the phone and discuss the next steps. The student will be issued an after-school service.
 - d. NB: If a student refuses to surrender their phone, the Middle School Assistant Principal will remove the student from class and organise a meeting with parents immediately.
3. Smart-enabled wearables, e.g. smart watches, must not receive notifications at school between 8:30am – 3:20pm. If they do, it is indicative that the student has failed to abide by Point One of this policy and Point Two (above) will apply.

Senior School Students (Year 11-13)

1. *If students choose to bring a mobile phone, it must be switched off and in their school bag during lessons. In Science and practical Technology lessons, where bags are placed in cubby holes outside the classrooms, students can leave their phones in their bags or deposit them in the 'mobile phone box' in the classroom at the start of the lesson.*
2. *At the teacher's discretion, students may access their phones for a defined timeframe to enhance learning. Examples of use include, but are not limited to, using the camera, undertaking a Kahoot, and using other functions such as the stopwatch or calculator.*
3. *If students fail to comply with this policy, the following consequences shall apply:*
 - a. *First offence:*
 - *The mobile phone is to be surrendered to a staff member. The phone will be stored at the college office in a locked cupboard. The student can collect it at the end of the day. Their Dean will be notified.*
 - b. *Second Offence*
 - *The mobile phone is to be surrendered to a staff member. The phone will be stored at the college office in a locked cupboard. The phone must be collected from their child's Dean by a parent.*
 - c. *Third Offence*
 - *The mobile phone is to be surrendered to a staff member. The phone will be stored at the college office in a locked cupboard. A third offence will lead to parents and the student needing to meet with the Senior School Assistant Principal to collect the phone and discuss the next steps. The student will be issued an after-school service.*
 - d. *NB: If a student refuses to surrender their phone, the Senior School Assistant Principal will remove the student and organise a meeting with parents immediately.*
4. *Smart-enabled wearables, e.g. smart watches, must not receive notifications during lessons. If they do, it is indicative that the student has failed to abide by Point One of this policy and Point Two (above) will apply.*

RESPONSIBILITY FOR MOBILE PHONES

Please note, if students do decide to bring a mobile phone to the College, they do so at their own risk. Aquinas College is not responsible for any loss or damage caused to any mobile phone except those that have been surrendered to staff.