



#### Our expectations of Learners:

- Ensure phones are switched off and in their bag.
- Willingly surrender their phone and accept the consequences should they breach the rules.

#### Our expectations of Parents and whānau:

- Support the college being phone free by not communicating via messages or phone calls to your child during the school day.
- Support the college when your child has not met the rules.

#### Our expectations of staff:

- Support the college's rules and processes according to this policy.
- Model, by being professional in their phone use during the school day.

## BREACHES OF THE PHONE POLICY

1. Using the device when not permitted.
2. Misuse of the device when an exemption is granted:
  - a. Accessing content unrelated to the learning activity or educational task;
  - b. Taking photos or videos of other people without their permission;
  - c. Forwarding messages or content.

### FIRST OFFENCE

**Consequence:** The student must surrender their mobile phone to a staff member. The phone will be securely stored in a locked cupboard in the college office. An entry will be made on the student's KAMAR record.

**Notification:** Parents/caregivers, the student's Dean and Mentor Teacher will be notified.

**Collection:** The student can collect the phone at the end of the day.

### SECOND OFFENCE

**Consequence:** The student must surrender their mobile phone to a staff member. The phone will be securely stored as before. An entry will be made on the student's KAMAR record.

**Notification:** Parents/caregivers, the student's Dean and Mentor Teacher will be notified.

**Collection:** A parent must collect the phone from the child's Dean.

### THIRD OFFENCE

**Consequence:** The student must surrender their mobile phone. The phone will be securely stored as before. The student's KAMAR record will be updated. They will be issued an after-school service. Other consequences may apply.

**Notification:** Parents/caregivers, the student's Dean and Mentor Teacher will be notified.

**Collection:** A meeting with the Assistant Principal responsible for Pastoral Care is required for parents and students to collect the phone and discuss the next steps.

## FAILURE TO SURRENDER A PHONE

If a student refuses to surrender their phone, a member of the Senior Leadership Team will remove the student from class and organise a meeting with the parents immediately.