



Te Kauwhata College

# Cell Phone/Device-free Policy

## Policy Coverage

This policy applies to aakonga/students at Te Kauwhata College (while on school premises, or at a school function or trip where aakonga are present.) It should be read in conjunction with associated procedures and/or other relevant school policies.

## Policy Statement

We believe all members of the Te Kauwhata College community have the right to a safe and healthy work and learning environment. A school environment that protects and promotes the health and wellbeing of the entire school community.

Through our curriculum, we will encourage good decision making about cell phones/device usage and educate on the effects of these when used inappropriately.

**Te Kauwhata College policy discourages the possession of a cell phone/device on school property.** However, if any aakonga has a device during school hours, the cell phone must remain off and concealed.

## Guidelines

At Te Kauwhata College we support the promotion of face-to-face personal interactions and communication.

The Te Kauwhata Board recognises that there are significant personal and academic benefits for our aakonga in restricting the use of cellular phones and any other device that the college deems to be inappropriate at school.

Devices that are deemed inappropriate include but are not limited to, speakers, smart watches, headphones, earbuds, and any other cell phone/device accessories.

These devices have become a significant distraction to the classroom learning environment and aakonga learning, disruptive to the school climate, and compromises everyone's safety and privacy, as well as the academic integrity and authenticity of many classroom assessments, on a daily basis. Aakonga will still be able to bring and use their own Laptop or Chromebook for classroom use only.

Devices must be concealed in a bag, or similar and must not be kept on the student's person (i.e., in a pocket of pants/skirts, jackets, etc.).

**For the purposes of this policy, "school hours" begin at the time a student arrives on campus each morning until departure from school campus after dismissal.**

**Cell phones/devices and all functions within the cell phone/devices (i.e., cameras and all other applications) are prohibited for use by aakonga in the following areas:** Classrooms, Science Labs, Restrooms, all Physical Education Areas and all School Office Areas, School fields, and School Hall.

# Te Kauwhata College

Aakonga on EOTC trips are strongly discouraged to bring their cell phone/device. Should aakonga choose to bring their cell phone/device are subject to the same expectations as they would be at school. Teachers can apply for an exemption on EOTC trips to the cell phone device policy for Health and Safety reasons or the cell phone/device is needed for educational purposes on the trip.

Aakonga using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or aakonga, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the New Zealand Police.

Te Kauwhata college will accept no responsibility for the loss or damage of any cell phone/device on school property.

## **Our Commitment and Obligation**

We will demonstrate our commitment to this policy by ensuring we:

- Include information about our policy in enrolment information, school newsletters and have it on display in appropriate spaces within the school (this may be through the policy being displayed or through associated signage).
- Feature this policy in our induction procedures for new staff, contractors, coaches, and others working within our school's premises.
- Promote all school activities outside of our school's premises as cell phone/device-free unless otherwise stipulated.
- Support our aakonga to use technology appropriately.
- Following documented procedures when dealing with incidences of abuse of technology.

Infringements against school policies may result in disciplinary actions being taken.

We ensure that our policies reflect our obligations to Te Tiriti O Waitangi as well as being inclusive of all groups.

# Te Kauwhata College

## Procedure

Aakonga will read and sign the TKC Student Digital User agreement at the start of the year. The conditions and consequences are outlined clearly in the agreement.

If a teacher sees, locates, or observes a cell phone/device the teacher will confiscate the cell phone/device. There will be no warnings. The cell phone/device will be put into an envelope, named, and put in the Student Centre by the teacher who has confiscated it. The teacher will put the cell phone/device in the Student Centre as soon as practically possible for the teacher.

If any aakonga has a cell phone/device confiscated or does not comply with this policy the following process will take place:

### **First confiscation:**

The cell phone/device will be confiscated and kept in the Student Centre. It will then be returned to the student by Pastoral Team/School Office at the end of the school day (3pm).

### **Second confiscation:**

The student will receive a Dean's detention, and Whaanau will be contacted, and they will be required to pick up the cell phone/device from the Student Centre. If it is not possible for Whaanau to pick up the cell phone/device, the cell phone/device will be held for 3 days before being returned.

### **Third or subsequent confiscation:**

The matter is now deemed to be an ongoing behavioural issue and will be considered to be continual disobedience. Te Kauwhata College will then follow relevant disciplinary procedures.

### **For Whaanau:**

As a college we would prefer to work with aakonga and Whaanau in a positive and collaborative manner rather than having punitive measures in place. However, to maintain a cell phone/device-free environment, clear consequence is needed to ensure that aakonga comply. Whaanau support in this matter would be greatly appreciated.

If Whaanau need to contact their children during the day, a message can be left at Reception which will be delivered to their student. Whaanau may pick up a confiscated cell phone/device at any time.

Reviewed: May 2023	Next Review: May 2025
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