



## Student Cell Phone Policy

### Rationale:

International research and our own experience indicate many challenges with students having cell phones at school. Well-being and achievement are two key priorities for our kura, and the potential for cell phones to negatively impact well-being and distract from learning means that Te Puna Wai o Waipapa – Hagley College will implement a 'phones away' policy for **class hours** in our kura.

Recognising the diversity of the students attending Te Puna Wai o Waipapa, we have considered the regulations and have undertaken extensive community, student and staff consultation along with a thorough risk assessment of the situation.

The board has concluded that for reasons such as our number of adult students, the distances students travel with our Christchurch City Boundary zone and the significant numbers of students with anxiety and neurodiversity that this student cell phone policy is fit for purpose.

### Purpose:

Provide clarity to students, whānau and staff on the expectations around cell phone use in our kura.

### Scope:

This policy is for students under 19 who are classified by the Ministry of Education as adolescents. It does not apply to adult students. Teachers of Pre Professional Courses will outline the expectations around cell phone usage in their particular programmes where there maybe a combination of adult and adolescent students.

### Policy:

- Cell phones must be **turned off or on silent and in bags during class hours**. This also applies for special events such as sports days.
- Students are expected to follow the digital technology and online safety policy.
- Cell phones may occasionally be used during class time when directed by the teacher. The use will be task-driven and aligned to specific learning outcomes.
- In special circumstances, an exemption may be granted to a student to use their cell phone, e.g. health reasons, disability, or parenting. To request an exemption please contact Suzanne Waters ([ws@hagley.school.nz](mailto:ws@hagley.school.nz)) with the reason for the exemption.
- All students receive a specific reminder at the beginning of each lesson that cell phones are off or on silent and in bags for the lesson.
- Teaching staff will manage the use of head phones in their classes as appropriate.

- Students who need to leave the classroom briefly for a drink or to go to the toilet will be asked to leave their phone with the teacher.
- Signage around the kura will remind students that cell phones must be off/away during class hours.

If there is an urgent need for communication, students and whānau can make contact through the school office.

**Should a cell phone be used during the school day, the following consequences exist:**

All classrooms have a poster visible reminding students that cell phones are off or on silent and in bags during class hours.

**Step #1** – if a teacher sees a cell phone out of a bag and/or being used, the teacher requests the cell phone from the student and at the earliest convenience the teacher hands it in to the Year Advisers’ office. An administrator will inform parents of this and the phone will be kept safe for the day. The student can pick up their cell phone from the Year Advisers’ office at the end of the day. A member of our restorative team will reinforce our cell phone expectations when it is collected. This is recorded on our student management system as a pastoral incident.

If a student refuses to hand over their cell phone, the school discipline procedures based on restorative practices will come into effect.

**Step #2** – if the student repeats Step 1, the phone is given to Senior Leadership via the Year Advisers’ office and the caregiver is informed as in Step 1. A member of Senior Leadership will ring a caregiver. The student can pick up their phone from Senior Leadership where a conversation will occur.

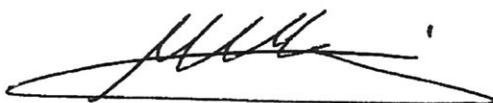
**Step #3** – If there is a further breach the cell phone is handed to Senior Leadership and the member of Senior Leadership contacts home to arrange a meeting with the caregiver and student. The cell phone will be returned at that meeting.

Further breaches will be dealt with through our school discipline process.

**Review period:**

The Board will review this policy every 6 months to ensure it continues to be fit for purpose.

Approved (Name): Melanie Morris

Signature: 

Designation: Presiding Member

Date Approved: March 2024

**Review date: March 2025**