

# MOBILE PHONES & DEVICES PROCEDURE

**Rationale:** to reduce distractions in the learning environment, to help maintain a safe and productive learning environment, to reduce teaching time taken up dealing with phone issues.

## Student Responsibilities & Rights:

- Phones are to be turned off and not out.
- Earbuds/headphones are to be away.
- When in use, phones are to be used in an appropriate manner (not filming anti-social behaviour, sending negative comments, etc).

## Teacher Expectations:

- At the start of the period, remind students to turn off their phones, earbuds /headphones and ensure they are away.



## Consequences if phone is out in your class, THE TEACHER MUST:

- 1 First consequence** - put your phone in a secure location in the classroom. Your phone will be returned at the end of the period and noted in Kamar by that teacher.
- 2 Second consequence** - put your phone in a secure location in the classroom, then taken by the teacher to the office at their next break. Phone to be collected by the student at the end of the day. Teacher enters in Kamar, notifies home and issues a Lunch Catch Up.

- 3 Third consequence** - put your phone in a secure location in the classroom, then taken by the teacher to the office at their next break. Phone to be collected by the student at the end of two complete days. Teacher enters in Kamar, notifies home and issues an After School Catch Up.

- 4 Fourth consequence** - put your phone in a secure location in the classroom, then taken by the teacher to the office at their next break. Phone to be collected by parent/ caregiver at the end of five days. Teacher enters in Kamar, notifies home and issues two After School Catch Ups.

## Refusal to hand over phone:

- **If a student refuses**, the teacher must inform Deans. Deans will meet with the student.
- **If the student refuses to give the phone to the Dean**, you can expect home to be contacted and further disciplinary action will be taken.

*If phones are brought to school, the school is not liable if they are damaged or go missing.  
This policy may be subject to change to conform with the government's proposed cellphone ban.*