

## CELLPHONE 'AWAY FOR THE DAY' POLICY

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### Rationale:

The Government has introduced regulations that require all state schools to have student cellphone rules actively in place to create a focused learning environment and minimise unnecessary disturbances and distractions.

### Purpose:

The following policy concerns the use of cellphones at Botany Downs Secondary College. We are committed to protecting the school day as a time for our students to engage with teaching and learning and to communicate with each other face-to-face and be involved in the wider life of our school.

### Guidelines: (the proposed controls)

- Students must keep their cellphone/earbuds and headphones in their school bag and turned off or on silent at all times.
- Smartwatches can be worn at school but cannot be used like a phone. Notifications must be turned off.
- Students are not allowed to use or access their phones between the first bell to the last bell of each day. This also applies to students who are at school-based events (e.g. Athletics Day, assemblies, award ceremonies) or when offsite (e.g. trips, camps).

### Exceptions:

There are some exceptions where students may use phones:

- When a teacher requires phones for specific learning tasks in the classroom, they will display the BDSC 'Mobile Phones/EarPods in use' card on the whiteboard.
- For health reasons (e.g., monitoring insulin levels).
- To assist students with a disability or learning support need (e.g. impaired communication).
- When on an overnight or international trip, access to cellphones will be established prior to the trip by the staff member in charge.

### Cellphone 'Away for the day' expectations:

In the circumstances where a member of staff sees a student with their cellphone out or they have earpods in between the first bell and last bell of the day, the process will be:

#### 1. Consequence 1:

- The student will hand the item over to the staff member. Staff will have a plastic zip case to store the item with a confiscation note for recording the student's name (staff on duty will be provided with these). Supplies will be located at a designated point.
- The staff member will deliver the item in the plastic bag to the designated point at the end of the period or when convenient, e.g. interval or lunchtime.
- A designated staff member will record a behaviour note on Kamar and parents will be notified via an automatic email.
- The student can collect their item from the designated point after the last bell of the day.

#### 2. Consequence 2: - In addition to Consequence 1:

- A follow up email to parents by the relevant Whānau Leader (automated email from a designated staff member). The email will contain a reminder of the Cellphone Policy and what would happen should there be a Consequence 3.
- The student will be placed on a subsequent five-day hand-in where they must deliver their item to a designated point each morning 10 minutes prior to the first bell and collect it 5 minutes after the last bell.

3. **Consequence 3:** – In addition to Consequence 1:

- Parents will be required to come to school to collect their child’s item and meet with their Whānau Leader. The purpose of the meeting will be to reinforce school expectations, and where necessary, develop a formal agreement regarding the students’ phone and/or earpods in use.
- Following the meeting, where appropriate, a copy of the agreement, a formal letter outlining the agreement’s key terms, and a warning about the possible consequences of continual disobedience will be sent home.

4. **Post-Consequence 3:**

Parent meeting with the Senior Leadership Team.

**Risk:**

If students make the decision to bring a cellphone and/or earpods to school, they do so at their own risk. The school will not be responsible for any loss or damage caused to any cellphones and/or earpods as a result of the above consequences having to be actioned by the school or otherwise.

Reviewed:	Initiated and Adopted:
Triennially	25 March 2024

Presiding Board Signature:	
Date:	25 March 2024