

KAIKORAI VALLEY COLLEGE



CELLPHONE AND DIGITAL DEVICES PROCEDURE

1. A student may bring a cellphone and/or digital device to school only if the attached contract is completed and signed by the student and a parent/caregiver. This contract will be lodged in the main office and information kept on the school's confidential database.
2. Cellphones at School
 - Year 7-11 students are not allowed to have and/or use a cellphone at school.
 - If a student needs their cellphone for use before and after school they may bring it to school and hand it in to the student office, in a clearly marked Ziploc bag as soon as they arrive at school, Students can collect their phone from the main office after 2.55pm.
 - Year 12 and 13 students are allowed to have a cellphone at school and may use them at interval and lunchtime. During class times, they are to be turned off and out of sight
3. No device may be used to record any conversation without the permission of all those who are present, including adults and staff.
4. The cellphone and/or digital device **must not be used without a teacher's permission nor cause disruption during lesson time, form time, assembly or between classes during the school day.** This includes digital device earphones which must be kept out of sight during the aforementioned times. If parents/caregivers need to contact a student at any of these times, a message can be left with the office who will pass it on to the student concerned.
5. On the first and second occasion where a student fails to comply with the above, the cellphone and/or digital device will be confiscated for **the rest of the school day** and kept securely in the DP's office. This includes any *sim cards* that are part of the cellphone. This may be collected by the student at the end of the school day, but only if one of the DPs are available. On the third occasion the cellphone and/or digital device will be confiscated until a meeting with the parent or caregiver has been held.
6. Students who refuse to surrender their cellphone and/or digital device to a staff member, will be withdrawn from classes until a meeting is held with parents at school. The school reserves the right to ban non-compliant students from bringing these devices to school for the duration of the year.
7. If a cellphone and/or digital device is confiscated on more than three occasions during the school year, then the student forfeits the right to bring it to school for the rest of the year.
8. A cellphone and/or digital device may only be used before school, at interval, at lunchtime and after school.
9. A cellphone and/or digital device must not be lent to any other student during the school day.
10. All students will also be required to sign a Cyber Citizen Agreement upon enrolment, as a condition of bringing a cellphone and/or digital device to school. Any misuse of these devices may be deemed 'gross misconduct' for the purposes of a stand-down or suspension under the Education Act 1989.
11. Any cellphone or digital device used to photograph or video staff members, or students engaged in inappropriate behaviours at school (e.g. a fight) or out of school whilst in school uniform, will in the first instance be confiscated for a much longer period of time (up to 3 months) to be determined by the school's senior management. On a second occasion the phone or device will be confiscated for a minimum of three months and the student will be either stood-down or placed before the Board of Trustees. In the event that the cellphone and/or digital device is confiscated on more than two occasions for such an offence, the student will be referred to the Board of Trustees and will forfeit the right to bring any such device to school for the rest of the time they attend Kaikorai Valley College.
12. The school reserves the right to ban a student from bringing a cellphone or digital device to school in the event of such misuse. The school also reserves the right to contact the police if a message threatens or images may harm the victim or bring the school into disrepute.
13. If a student changes her/his cellphone during the year, the school must be informed of the change of number.
14. While the school undertakes to provide reasonable security for valuables in particular situations, it accepts **NO LIABILITY** for cellphones or digital devices which go missing during the school day from a student's possession. **Students are urged NOT to bring cellphones and/or digital devices to school on days they have Physical Education, where security can be an issue.**

Reviewed	25-02-2017
Next Review	26-02-2020
Next Review	14-06-2022