

# KAIKORAI VALLEY COLLEGE



## CELLPHONE AND DIGITAL DEVICES PROCEDURE

International research indicates some key challenges with cellphones at school such as being a major distraction for our ākongas. These rules are designed to ensure that the learning of all ākongas is maximised, while minimising any potential for distraction and cyber-bullying. Our approach is “away for the day”, meaning cellphones either do not come with the ākonga to school, or are switched off and handed into the school office for the full school day.

1. A ākonga may bring a digital device to school only if the Cyber Safety and Digital Device Procedures User Agreement has been completed and signed by the ākonga 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
  - Ākongas are not allowed to use a cellphone at school.
  - If an ākonga needs to bring their cell phone to school for use before and after school, they must hand the cellphone in to the ākonga office in a clearly marked Ziploc bag as soon as they arrive at school, ākongas can collect their phone from the main office after 2.50pm.
3. Cellphones ‘away for the day’ exemptions
  - If cellphones are to be used for a learning activity, this will be at the teacher's and Principal's discretion and the phone's use will be supervised by a staff member. The phones will be collected from the office by a staff member and returned after the lesson
  - Students with additional learning needs who use cellphones in class to increase or improve their ability to participate and learn may be granted an exemption at the discretion of the Principal.
  - In matters related to a ākonga's immediate health and safety concerns, a parent or caregiver can apply at any time to the principal for a period of time exemption (e.g., medical conditions or protection issues).
4. Education outside the classroom (EOTC) Students may take certain cellphone and/or digital devices on EOTC activities but should check whether their device is allowed before the activity commences. Usage will be at the discretion of teachers and other adult supervisors.
5. No cellphone and/or digital device may be used to record any conversation without the permission of all those who are present, including adults and staff.
6. A digital device **must not be used without a teacher’s permission nor cause disruption during lesson time, whānau 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.
7. If parents/caregivers need to contact a ākonga during the school days, a message can be left with the office who will pass it on to the ākonga concerned.
8. On the first and second occasion where an ākonga 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 AP/DP’s office. This includes any *sim cards* that are part of the cellphone. This may be collected by the ākonga at the end of the school day, but only if one of the AP/DP’s 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.
9. Ākongas 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 ākongas from bringing these devices to school for the duration of the year.
10. If a cellphone and/or digital device is confiscated on more than three occasions during the school year, then the ākonga forfeits the right to bring the digital devices to school for the rest of the year.

11. A cellphone and/or digital device must not be lent to any other ākonga during the school day.
12. All ākonga will also be required to sign a Cyber Safety and Digital Device Procedures User Agreement upon enrolment, as a condition of bringing a 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 and Training Act 2020.
13. Any cellphone and/or digital device used to photograph or video staff members, or ākonga engaged in inappropriate behaviours at school ( e.g. a fight ) or out of school whilst in school uniform, will be confiscated and the ākonga may 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 ākonga may be referred to the Board of Trustees and may forfeit the right to bring any such device to school for the rest of the time they attend Kaikorai Valley College.
14. The school reserves the right to ban a ākonga from bringing a 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.
15. While the school undertakes to provide reasonable security for valuables in particular situations, it accepts **NO LIABILITY** for cellphones and/or digital devices which go missing during the school day from a ākonga's possession.
16. If a cellphone has not been handed into the school office and goes missing or is damaged during the school day, the school bears no responsibility and will not investigate.

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