

Rangiora High School Board



Cell Phone Policy

Rationale

The Rangiora High School Board's approach to the Government's ban on cell phones in school is "**away for the day**", meaning cell phones either do not come with the student to school, or are kept in their bags for the full school day.

If a student does bring their cell phone for emergency contact or health reasons, these must be switched off and kept in bags at all times. It is important to note that if students do make the decision to bring a cell phone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cell phone.

If a parent or caregiver needs to contact their child urgently during the day, they should call the office or contact their child via their school email address.

Cell phones 'away for the day' expectations

In circumstances where a member of staff considers that usage has breached the school cell phone rules, it will result in the student being sent to the office to have their phone placed in a lockable pouch for the rest of the school day and the inappropriate use recorded in KAMAR. The student can then unlock the phone at the office at the end of the day.

Breaches of the cell phone rules include (but not limited to):

- using the device when not permitted
- any sort of bullying, including online bullying
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content.

Cell phones 'away for the day' exemptions

1. Learning activities

A student may be given an exemption to use a cellphone for learning assistance by the Head of Student Support. There needs to be a strong reason for this exemption to be supported.

2. Health and emergency situations

In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to the Head of Student Support/Head of Guidance for a period of exemption (e.g., medical conditions or protection issues). Examples would include but not limited to:

- Health reasons such as insulin levels (this needs to be approved by a doctor or school nurse where practical)
- Mental Health reasons (these need to be approved by the school counsellors)

- International students for translation only (approved by the international director)

Exemptions will be signed off by either the Head of Student Support or the Head of Guidance. If a student is given an exemption they will be provided with an 'exemption card' including a current photo of the student for identification. The Associate Principal will take lead if there is a concern around the exemption process, including revoking an exemption due to inappropriate use.

3. Education outside the classroom (EOTC)

Usage will be at the discretion of teachers and other adult supervisors. (This needs to be approved by the EOTC manager)

Process

1. The basis of our process is that phones need to be **away for the day**. Students can bring their phones to school; they just need to be away for the day. The purpose of this is to reduce both distraction and connection to phones by our students. Whilst we know that there are alternative ways for students to connect (i.e. computers) and receive notifications (i.e. watches), our focus is to allow students to be disconnected from the phone itself during school hours.
2. There are two scenarios where cell phones could be in use:
 - a. In-class time (including toilet breaks etc). In-class expectations are rigidly enforced. If a cell phone is out in class it is *immediately* dealt with through the confiscation process.
 - i. The student is sent to the student counter with a note
 - ii. The phone is logged and bagged
 - iii. The phone is then returned to the student
 - iv. A simple KAMAR entry is made with time/date and "cell phone confiscated" recorded
 - v. At the end of the day the student returns to the counter for the bag to be unlocked and the phone returned
 - vi. Any damage to the bag will be charged to the students account. This will also result in the damage being noted and possible keeping of the phone for the day in the future
 - b. Break time
If a student has a phone out in break time the teacher will inform the student to put the phone away. Their name will be taken and an entry (including dean notification) will be made on KAMAR. If this becomes a regular occurrence the Dean or Head of House will contact parents/caregivers for a meeting.
3. Storage of phones: the school will not store phones with respect to breaking the 'away for the day' rule. We may confiscate phones and hold them for any misuse of technology or for intentionally damaging the phone bag that they are held in. If this happens, we will follow usual procedures.

4. Exemptions can only be granted by the Head of Student Support or Head of Guidance. This decision will be made based on the guidance from specialists such as a doctor or counsellor.
5. If there are continual issues with a particular student the school will follow the usual process for continual disobedience.
6. Staff will role model the use of cellphones but are not under the enforcement of these rules. Full class use of cell phones via the teacher will not be allowed.

Relevant Documentation

[Phones away for the day – Education in New Zealand](#)

Date of Review	February 2024
Date of Next Review	February 2027
Date Adopted by the Board	March 2024
Date of Amendment by the Board	