



# Mobile Phones 'Away for the Day' Procedure

---

International research indicates some key challenges with mobile phones at school such as being a major distraction for our students. These rules are designed to ensure that the learning of all students is maximised, while minimising any potential for distraction and cyber-bullying. Our approach is “**away for the day**”, meaning mobile phones either do not come with the student to school, or are kept securely in the hostel (boarders) or the school office (day students) during the normal school day.

We accept that some students may choose to carry a mobile device during the normal school day but require they are not used during school hours. Devices should be kept switched off and should not be used when moving around the school site between 8.15 a.m. and 3.15 p.m.

It is important to note that if students do make the decision to bring a mobile 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 mobile phone.

If students need to contact home for any reason, they should do so via the school office. Parents and caregivers should call the office if they need to contact their child during the school day.

## Mobile phones 'away for the day' expectations

We encourage all students to self-manage their devices in a way that upholds our Kairangi values. In circumstances where usage has breached the school mobile phone rules the result will be confiscation of the phone by the staff member.

The phone will be handed into the office as soon as possible and a receipt will be issued. The inappropriate use will be recorded in KAMAR and the parents/caregivers will be notified via email by the office.

All confiscated devices will be kept in a secure location in a clearly labelled bag.

Confiscated devices may be retrieved from the office on a Friday between 3.15 p.m. and 4.00 p.m. only.

Breaches of the mobile 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.

# Mobile phones 'away for the day' exemptions and exceptions

## Learning activities

If mobile phones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member. Students will be issued a permit by the classroom teacher for the period of time where phones are required. Guidelines on appropriate usage still apply.

## Health and emergency situations

Students with additional learning needs who use mobile phones in class to increase or improve their ability to participate and learn will be granted an exemption. In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to the principal for a period of exemption (e.g., medical conditions or protection issues).

## Education outside the classroom (EOTC)

Students may take certain 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.

**Please note** with all exemptions, appropriate usage guidelines and other relevant school rules still apply.

Note: students should not be accessing hostel common rooms or sleeping areas during instruction so these do not need to be monitored for compliance.