

# Ashburton College

## Cell Phone Management Procedures

We highly recommend students do not bring a cell phone to school. The school will not take any responsibility for cell phones brought in by students that are not in the school's possession. The following applies to students who bring cell phones to school:

1. Cell phones are to be turned off and kept in their bag or stored at the office while they're on the school grounds. This includes before school, interval, lunchtimes and after school.
2. If a student is seen with a cell phone, the following procedures will be followed:
  - i) The teacher will have a 'mini chat' with student. The student is expected to hand cell phone to the teacher.
  - ii) Teacher hands cell phone into the office at the earliest convenience together with a completed form.
  - iii) Office logs it on KAMAR and contacts whānau/parents and caregivers through text or email.

**Inside the classroom;** If the student refuses to hand over the cell phone it will be referred to the Head of Faculty. Classroom teacher records the details of the incident on KAMAR.

**Any other time;** If the student refuses to hand over the cell phone this will be referred to the Deans through KAMAR. Teacher records the details of the incident on KAMAR.

### Engage

through discussion  
and explanation

### 1<sup>st</sup> time student is seen with a phone

Teacher takes the cell phone to the office and the cell phone is collected by student at the **end of the day** or by parent upon request.

### Affirm

the rules and  
expectations

### 2<sup>nd</sup> time student is seen with a phone

Teacher takes the cell phone to the office and the cell phone is collected by student at the **end of the week** or by parent upon request.

### Support

from whānau and  
Pastoral team

### 3<sup>rd</sup> time student is seen with a phone

Teacher takes the cell phone to the office and the cell phone is collected by student at the **end of the term** or by parent upon request.

When the above steps have been exhausted, continual defiance of the above support system will be referred to the Head of School (*Junior or Senior*) or Deputy Principal for next steps. Actions may include whānau hui, restorative meeting and disciplinary action.