



Cellphone Policy and Procedure

Reviewed by Cambridge High School Board on February 2024

The Government regulations require that schools ensure students do not use or access a phone while they are attending school, including during lunch time and breaks. As a result, Cambridge High School actively discourages students from bringing a cellphone to school.

We discuss the cellphone etiquette expected at school with students at the beginning of each year, and throughout the year as needed.

If a student does bring a phone to school, the following guidelines apply:

- ▶ The school does not accept responsibility for lost, damaged, or stolen phones.
- ▶ Cellphones are to remain 'away for the day' in line with the expectations of the school.
- ▶ If cellphones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a school staff.
- ▶ If students may need their phone for a range of reasons that may include support for medical or learning needs. If this is the case they will seek prior exemption from staff before using the phone.

If a student is observed using a phone inappropriately, it will be confiscated and the student collects it from the Student Office at the end of the day. If possible, students should lock their phone before handing it to staff.

Inappropriate use of a cellphone may include:

- ▶ any sort of bullying, e.g. disrespectful messages about staff or other students
- ▶ taking photos or videos of other people without their permission
- ▶ forwarding inappropriate messages or content
- ▶ use of proxy sites to bypass any security, monitoring, and filtering used at school.



PHONES AWAY FOR THE DAY AT CHS

The Government regulations require that schools must ensure students do not use or access a phone while they are attending school, including during lunch time and breaks.

IS THE STUDENT USING THE PHONE WITHOUT PERMISSION?

*The phone will be confiscated during learning time.
The phone may be confiscated during break times,
depending on the context.*

PHONE/EARBUDS CONFISCATED BY STAFF MEMBER

- Phone/Earbuds are taken to SLT where it will be kept securely.

KAMAR ENTRY: TEACHER

STUDENT REFUSES TO HAND PHONE/EARBUDS OVER

- Send student to SLT/Dean or call for assistance if needed.

KAMAR ENTRY: TEACHER

FIRST OFFENCE

- Student given an After School Detention (Tuesday or Thursday).
- Phone/earbuds are to be handed in to the SLT office **each morning** until the completion of the After School detention.

HOME CONTACT: SLT/DEAN
KAMAR ENTRY: SLT/DEAN

SECOND OFFENCE

- Student given a Saturday detention.
- Phone/earbuds are to be handed in to the SLT office **each morning** until the completion of the Saturday detention.

HOME CONTACT: SLT/DEAN
KAMAR ENTRY: SLT/DEAN

THIRD OFFENCE (OR MORE)

- Offence treated as continual disobedience.
- Consequence could include:
Whare Ora
Section 27
Stand Down
- Phone/earbuds handed in to SLT **each morning** for **two weeks**.

HOME CONTACT: SLT/DEAN
KAMAR ENTRY: SLT/DEAN

DELIBERATE DISOBEDIENCE

Consequences could include:

- Whare Ora
- Section 27
- Stand Down

HOME CONTACT: SLT/DEAN
KAMAR ENTRY: SLT/DEAN