



Cellphone Infringement Procedure

If a cellphone and/or earbuds/headphones are visible during the day in contravention of the student cellphone policy, the following will occur:

First time

- The cellphone and/or earbuds/headphones will be removed to the office by the staff member
- The item will be labeled and the confiscation recorded with the staff member's name and signature
- The item will be secured safely in the Main School Office until the end of school, when the student can collect the item from the relevant SLT member and sign for it
- The office administrator will record the confiscation on the student's pastoral record and a standard email will be sent to parents of the student

Second time

- A second chance will be given and the same process and consequences of the first time will be applied

Third time

- If a phone, and/or earbuds/headphones, are confiscated from a student for the third time, the item will be removed to the office as above, and will need to be collected from the relevant SLT member by the parent or caregiver no earlier than the end of that school day. The parent/caregiver who collects the item will sign for it showing it has been collected.

If there is a further confiscation, the situation will be considered to be ongoing defiance and dealt with accordingly through the college's disciplinary processes.

Review: This procedure will be reviewed at the end of Terms 2 and 4, 2024, to ensure clarity and understanding

Review Date: July 2024

Related Documentation

- Government regulations "Phones away for the day"
<https://www.education.govt.nz/school/digital-technology/cellphones/>
- Board policy " Student Cellphone Policy"
- Government legislation
<https://www.legislation.govt.nz/regulation/public/2023/0294/latest/LMS927327.html#LM S927326>



TRINITY CATHOLIC COLLEGE

Hei ākongā mā te Karaiti

Points for staff clarification

- The policy allows no room for teacher discretion because of the directive through government legislation.
- Note that cellphones are to be carried only in student bags (not pockets) and turned off as per Board policy
- It is expected that staff find a way to continue with teaching and learning activities without the need for cellphones
- Support staff will not be expected to confiscate items, however they are expected to report the use to a teacher asap
- Students are not permitted to listen to personal music while learning
- Identified learning, behavioural, and health needs are determined by SLT in consultation with other relevant staff
- The policy and our adherence to government legislation will be monitored by the Education Review Office.