



Phones procedural information

The [Government's cell phone ban](#) is very clear in its intent to prohibit the use of mobile phones at school, with the exemptions that are stated in the regulations.

We believe that there are many good educational and organisational uses for cellphones at school and we want to implement a policy that acknowledges those purposes. If teachers request that students do not use phones in class, we expect our students to comply with that request, except where an exemption is in place. In general, students will keep phones, and other small digital devices, silenced and out of sight when they are in class.

Our expectations

We encourage our students to develop healthy, in person relationships with other students and staff at Wellington High School. In doing so, we know that cell phones can be used in potentially harmful ways, such as:

- Bullying, including online bullying of students,
- Taking photos or videos of other people without their permission,
- Creating and/or forwarding inappropriate messages or content.

However, we are also aware that these behaviours can occur at any time during the day, including outside of school hours. In taking our position, we are acknowledging the importance of helping students to manage their use to ensure they use their cell phone appropriately **at all times**.

In addressing the main themes from the consultation process the following points should be made:

- **Break times** - We believe that break time is a student's own time and they can manage what they do in that time themselves.
- **EOTC** - there are definite safety issues which are solved by students being allowed to take phones to EOTC events. Students may be able to take their device on an EOTC activity - this will be negotiated before the EOTC event takes place.
- **Rōpū** - rōpū is a class and should be considered in the same way as other classes.
- **Silenced v switched off** - we believe that small digital devices can be silenced instead of switched off; as long as the student can successfully manage this, we are happy for small digital devices to be silenced.
- **Exemptions** - a form is available to caregivers to indicate if their student needs an exemption. This will be processed by the Deans / SLT and notification made - [online exemption form](#).
- **Parent contact during school hours** - we accept that there are times when parents and whānau need to be in touch with their student. In most cases this can be a text (or brief phone call) that a student can pick up at the end of the period or at a break time. If it is an emergency, we believe that the parent should contact the school office because the way a difficult message is delivered is very important. This will mean that the number of messages going through the office are minimal.

Steps for teachers

- 1) Students should keep cell phones out of sight in your classroom unless you want them to use their phone for a learning activity.
- 2) If you feel that a student is not adhering to the spirit of this policy, begin with a conversation at an appropriate time in the class, or after class, about your concerns.
- 3) If you feel that you cannot satisfactorily resolve the issue with the cell phone, please refer this to the student's rōpū teacher in the first place, and then the Dean and make a KAMAR entry. The rōpū teacher will collect information from the student's other teachers and ascertain whether this is a problem across many classes or just one class. If it is across many classes, they will contact home to try to resolve the situation and restate the school's position. If it is confined to one class, the subject teacher will need to contact home about the issue.
- 4) The rōpū teacher and the Dean will attempt to resolve the issue with the student and their whānau. If they are unable to resolve the issue, they will refer the matter to SLT.

How parents can support

- If you do not want your child to have a cell phone at school you can ensure that they leave it at home.
- If you feel that your child should be granted an exemption, please apply through the [online exemption form](#).
- If you feel you need to contact your child during the school day, please consider the mode of contact, related to the need. For example, if a student has a sports practice and they have forgotten sports gear, a simple text that they can pick up after class is an appropriate way to communicate. If there is some sort of emergency, please contact the school office and they will help manage the situation. Consideration needs to be given to the way a message about an emergency situation is delivered. A call directly to a student in the middle of class is not an acceptable way to deliver an urgent message.
- If the school contacts you about inappropriate use of a cell phone, we would appreciate you supporting the school to help the student use their phone at school appropriately. You may decide that they need to keep their phone at home for a period of time and the school may decide that is an appropriate sanction as well.