



HIGH SCHOOL CELL PHONE POLICY

CLASSES 8 – 12

The High School recognises that cell phones play an important and useful role in our daily lives, and, particularly for those relying on public transport, contribute to a feeling of safety and security. Cell phones can be used as a meaningful educational tool within the classroom setting with appropriate guidance and supervision. However, Michael Oak aims to be a cell phone free environment outside of the classroom for the following reasons:

- We believe that human connection and interaction is valuable and would like to promote this amongst our students during break times and school hours.
- We believe that students need to be aware of their surroundings at all times.
- The High School recognises the importance of its students setting an example for the younger children in the school and respecting the needs of the Primary School.

During the school day (this includes break times and during extra-mural activities):

- **From 8:00 am to the end of school cell phones must be switched off and put away.**
- Cell phones may not be used for any purpose without the permission of a teacher.
- Teachers reserve the right to give and take away permission for students to use cellphones and other devices.
- If students are granted permission to use their cell phones for specific research purposes in class, this may only take place with the supervision of the teacher. Teachers will give sufficient notice if a device is required for a particular lesson. If a device is not available, the teacher and student will negotiate alternative methods of research. A teacher may allow the use of the 'guest' wifi for a research assignment.
- No headphones may be worn while walking around the school, nor at break times or school events. Headphones/earphones can only be worn in classrooms with permission of the teacher present.
- The following are NOT permitted on the school grounds **at any time**:
 - No video games/mobile games;
 - No videos, however short, may be watched on private devices;
 - No music may be played from a cellphone or other device on the school property with or without a bluetooth speaker;
 - No recording of voice, image or video is allowed other than in specific instances where the teacher has given permission.
- If a cell phone or another device such as a tablet, laptop or headphones is heard or seen by a teacher or member of staff during school hours (between 8:00 and day end), actions as outlined below will be taken.



Before and after school hours:

- **Demarcated cellphone zones are for High School Students only and are only effective before 8:00 and after the end of the school day.**
- Cell phones may be switched on and used for communication purposes (for lifts, etc.) before or after school hours in the high school demarcated areas only.
- Headphones/earphones may be worn by students who are waiting in demarcated zones to be picked up after school or who arrive before 8:00.
- Cell phones rules include all school events.

The use of a cell phone to photograph or record a teacher/student without their permission will result in the **immediate suspension** of the student responsible for the recording.

Disciplinary Consequences: (Class 8-12)

Misconduct	First offence	Second offence	Third offence
<i>Use of personal communication device during school hours, on the school premises without the permission and supervision of a teacher</i>	Device will be confiscated for 24 hours. Parents will be informed.	Device will be confiscated for 48 hours. Parents will be informed.	Device will be confiscated for 72 hours. Parents will be informed and the student will receive a written warning.

*Exception: When a cell phone or device is confiscated on a Friday, it will only be returned on the Monday. Devices will be handed to the office and a record will be kept.