



## Use of Handphone and Digital Devices Policy

The purpose of this policy is to ensure the proper use of handphones and digital devices.

Students are allowed to use their handphones and digital devices outside of class time or when the teacher has given permission for the use of handphones or digital devices in class.

In situations when hand phones or digital devices have been used inappropriately, the following action will be taken. Please also see the Student Handbook on the consequences for improper use of these devices.

**Teachers are to use the handphone/digital device confiscation note for this purpose.**

Action	Consequences That Apply
Using Hand phone or Digital Device inappropriately	Teachers to confiscate the phone for 24 hours. The phone will be switched off. Demerit will be given.
Persistent inappropriate use of Hand phone or Digital Device	<p>Teachers to give House Masters the phone. The phone will be switched off. 48 hours confiscation.</p> <p>Parents to email House Master to retrieve handphone. Detention and Demerit given.</p> <p>If problem persists, the students will not be allowed to use their Hand phones in school or the matter may be referred to the VP Pastoral.</p>

### Parents and Students Contacting Teachers

Parents and students are advised not to contact teachers after 6 pm. Parents are also requested to make appointments with the teachers before coming to school to see the teacher.

If there is an urgent need to contact the teacher, please call the school line 64721477 or email the teacher after 6 pm.



HANDPHONE/DIGITAL DEVICE CONFISCATION NOTE

Name of student: \_\_\_\_\_ House: \_\_\_\_\_

Date/Time of confiscation: \_\_\_\_\_

Venue of confiscation: \_\_\_\_\_

Name of Teacher who confiscated the item: \_\_\_\_\_

Reason(s) for confiscation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DETAILED description of confiscated item:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Teacher

\_\_\_\_\_  
Date of confiscation

Return of Handphone/Digital Device

I, \_\_\_\_\_, (name / class of student) have collected the  
confiscated item on \_\_\_\_\_ (date) and **am** satisfied that the confiscated  
item **has been** returned to me in good condition.

\_\_\_\_\_  
Name & Signature of student

\_\_\_\_\_  
Date of collection