



CELLPHONE CONTRACT AND DIGITAL MUSIC PLAYER PROCEDURES

Dear Parent / Caregiver / Students

While our preference continues to be that students do not bring cellphones or digital music players to school, we do recognise that the use of cellphones and digital music players is now a part of everyday life for most teenagers. However, we have become increasingly concerned about the number of students who are not prepared to use them in a responsible manner at school and the consequent disruption which this causes both inside and outside the classroom.

We are particularly worried about the increasing number of inappropriate text messages being sent and the misuse of cellphone photo functions whereby images are being transferred to the Internet without the subject's permission.

We would urge parents and caregivers to monitor cellphone use more closely and to discuss with their students what the appropriate use of a cellphone is in a school setting.

We also remind you that students should not contact home and/or other persons without the school's knowledge and thereby compromise normal school communication procedures. In the event of an emergency, students have ready access to the phone in the school office and messages from home can be relayed to the students in a timely and efficient manner without the use of a cellphone.

Please read through the updated list of procedures for cellphone and digital music players' use at Kaikorai Valley College for 2015. We greatly appreciate your support and look forward to working with you to ensure that students meet the school's requirements for sensible cellphone use.

1. A student may bring a cellphone and/or digital music player to school **only if this contract is completed and signed by the student and a parent/caregiver**. This contract will be lodged in the main office and information kept on the school's confidential database.
2. The cellphone and/or digital music player **must be switched off and not used or seen during lesson time, form time, assembly time or between classes during the school day**. This includes digital music player earphones which must be kept out of sight during the aforementioned times. If parents/caregivers need to contact a student at any of these times, a message can be left with the office staff who will pass it on to the student concerned.
3. On the first occasion where a student fails to comply with the above, the cellphone and/or digital music player will be confiscated for a period of **7 days** and kept securely in the DP's office. On the second occasion, the cellphone and/or digital music player will be confiscated for a period of 7 days and must be collected by a parent/caregiver at the end of the **7 days**.
4. Students who refuse to surrender their cellphone and/or digital music player to a staff member will be withdrawn from classes until a meeting is held with parents at school. The school reserves the right to ban non-compliant students from bringing these devices to school for the duration of the year.
5. If a cellphone and/or digital music player is confiscated on more than two occasions during the school year then the student forfeits the right to bring it to school for the rest of the year.
6. A cellphone and/or digital music player may only be used before school, at interval, at lunchtime and after school.
7. A cellphone and/or digital music player must not be lent to any other student during the school day.



8. Any misuse of the privilege of using a cellphone at school, such as to harass, intimidate, threaten or abuse other persons, or to photograph and/or video other persons without their permission, will result in parents being contacted and possible referral to the Board of Trustees for major disciplinary action. This includes using a cellphone to photograph staff members during class time and while they are on duty around the school. The school reserves the right to ban a student from bringing a cellphone to school in the event of such misuse. The school also reserves the right to contact the police if a message threatens harm to the victim.
9. If a student changes her/his cellphone during the year the school must be informed of the change of number.
10. While the school undertakes to provide reasonable security for valuables in particular situations, it accepts **NO LIABILITY** for cellphones or digital devices which go missing during the school day from a student's possession. **Students are urged NOT to bring cellphones and/or digital music players to school on days they have Physical Education, where security can be an issue.**

Kind regards
Senior Management Team of Kaikorai Valley College

CONTRACT

I have read the 2015 cellphone and digital music player procedures for Kaikorai Valley College and agree to comply with them.

Name of student: _____ Class: _____

Signed: _____

Student/Parent/Caregiver _____ Date: _____

Cellphone number: _____

Model and colour: _____