

International Students Phone Procedure



Purpose:

The purpose of this policy is to support a calm, respectful, and focused learning environment. Using personal phones during the school day can disrupt teaching, learning, and social interactions. This policy explains the school's expectations for all students, including international students.

Policy Statement:

- Personal phones are not to be used or visible during the school day.
- These expectations **apply to all students from the time they arrive at school until the end of the day.**
- Students are encouraged to leave phones at home if possible.
- If needed, phones may be handed in to the school office at the start of the day for safekeeping.
- International students should contact family before or after school, not during class time.

Enforcement Procedures:

If a student uses a phone during the school day:

1. First incident:
The phone is confiscated for the day and stored safely at the office.
2. Second incident:
The phone is kept for the week and can be collected on Friday.
3. Third and further incidents:
The phone is returned only to a parent, caregiver, or homestay parent.

The school will take all reasonable steps to keep phones safe but accepts no responsibility for loss or damage.

What Counts as Phone Use:

Phone use includes:

- Having a phone visible
- Listening to music
- Using headphones or earbuds connected to a phone
- Using smartwatches or similar devices for communication
- Phones must not be used or visible during breaks or between classes.

Exceptions:

Phones may only be used:

- When a **teacher gives permission** for learning activities (e.g., translation or research)
- When a **medical or learning support plan** requires phone access and has been approved by the SENCO

Any other use will result in confiscation.

Non-Compliance:

Refusing to hand over a phone will be treated as **defiance** and may lead to further disciplinary action.

For international students, the **Director of International Students will communicate** with the family or agent as appropriate.