



Phone Policy

In line with school policy restricting mobile phone use during school hours, PhoneLocker pouches ensure that student's phones are securely stored and remain inaccessible throughout the school day.

Phone Usage on School Premises

Students are not permitted to use their phones while on school grounds. Upon arrival, all phones must be securely placed into the individual's assigned PhoneLocker pouch and remain locked for the duration of the school day. Students may unlock and retrieve their phones only upon leaving the premises at a designated unlocking station.

Non-Compliance Procedure

If a student is found in possession of an unsecured phone (i.e. not in a PhoneLocker pouch), the following steps will be taken:

- A text message will be sent by the school office to the student's parent/guardian informing them of the non-compliance.
- A parent/guardian must collect the student's phone from the school office between 4:00 p.m. and 5:00 p.m. on the day of the offence.
- If a parent/guardian is unavailable to collect the phone on the day of the offence, they may collect it from the school office between 8:40 a.m. and 3:40 p.m. on the following school day (e.g. a phone confiscated on Monday may be collected on Tuesday).
- If the phone is not collected by a parent/guardian on the day of the offence, it will be automatically returned to the student at the end of the following school day.

Failure to Present a PhoneLocker Pouch

If a student brings a phone to school without their PhoneLocker pouch:

- Students who forget their PhoneLocker pouch must sign in at the school office and request a replacement Red "Oops, I Forgot My PhoneLocker" pouch for the duration of the school day.
- Students who have not brought their phone to school must sign in at the school office on arrival.
- Failure to comply with either of the above requirements will result in sanctions being applied.

Use of Handheld Unlocking Devices

Designated staff may use handheld unlocking devices when phones are required for class activities, on off-campus excursions or in case of emergency. Phones must be re-locked immediately after use under staff supervision.

Note: Students are expected to take care of their assigned PhoneLocker pouch and bring it daily. Replacement pouches may be available from the school office.