



# HOXTON PARK HIGH SCHOOL MOBILE PHONE, EARPHONES AND DIGITAL DEVICES

## Action for inappropriate use flowchart

**School Expectations:** The Hoxton Honour Code and the school informs every student that mobile phones, earphones and digital devices are to be switched off upon entry and exiting of school premises. All devices are to remain off and kept in their school bag during school hour. Inappropriate use of mobile phones, earphones and digital devices are not accepted at HPHS and by the DoE.

Compliant with handing in their phone

Non-compliant with handing in their phone

**Visibility/use of mobile phone, earphones or digital devices:** Teacher will send the student to the front office to hand in their device. Student must return the mobile phone 'In-slip' to the teacher. Sentral entry to be completed by the Teacher.

**Failure to comply with teacher instructions:** The student will be referred to the faculty or duty Head Teacher. The HT will reiterate the Teachers' instructions and will issue a 'reflection' as a consequence. Referring teacher to document the refusal to hand in mobile phone.

Compliant with HT instructions

**1st visibility/use of mobile phone, earphones or digital devices:** Student will be given a formal verbal warning by the Deputy Principal.

**Failure to comply with HT instructions:** The student will be referred to the Deputy Principal. The Deputy Principal will reiterate the Head Teacher instructions and 'Mobile Phone, Earphones and Digital Devices' policy. The Deputy Principal will issue the student a 'Formal Letter of Caution to suspend'.

**2nd visibility/use of mobile phone, earphones or digital devices:** Student will be issued a 'Formal Letter of Caution to suspend' by the Deputy Principal.

**3rd visibility/use of mobile phone, earphones or digital devices:** The Principal will issue the student with Red Desk/suspension.

**Failure to comply with DP instructions:** The student will be referred to the Principal. The Principal will reiterate the Deputy Principal's instructions and 'Mobile Phone Earphones and Digital Devices' policy. The Principal will issue the student with Red Desk/suspension.