



WOODLANDS International College

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Woodlands International College JUNIOR COLLEGE CELLPHONE / SMARTWATCH POLICY

We understand the importance of students having the means to contact their families in emergency situations, beyond the academic day.

The College takes no responsibility for the loss of cellphones / smart watches.

1. The student's cellphone / tracker or smart watch **may not be** used during the academic day. Phones are collected daily and locked away for safekeeping until home time.
2. Students are required to **hand in** their cellphone / smart watch for safekeeping during the College Day.
3. **In the case of an emergency students** should report to the **office** where they may make use of the College telephone.
4. Should any student **ignore** the Policy rule, **their cellphone / smart watch will be confiscated.**
5. The confiscated cellphone / smart watch will be placed in an envelope and sent to the office for safekeeping until end of day.
6. The student's name, class and date of confiscation must be clearly written on the envelope.
7. The student's name, date of confiscation and staff member's name will be filled in on the relevant "Confiscated cellphone / smart watch" sheet.
8. Legally we cannot confiscate a cellphone / smart watch beyond college hours. If a student is caught using a cellphone / smart watch it may be confiscated BUT the parents must collect it after the academic College day has concluded.
9. Should the cellphone / smart watch need to be retained for a longer period as evidence in a disciplinary situation, the College must phone the parents and inform them that their child is no longer in the possession of the cellphone / smart watch.

Any use of cellphones / smart watches other than in the above circumstances is strictly prohibited!

Policy History: Revised November 2018
Updated October 2020
Updated by R Gatsios 2023
Reviewed JC SMT 2023

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