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ELECTRONIC DEVICES SUPERVISED GROUP POLICY for THE MANAGEMENT OF PHONES AND ELECTRONIC DEVICES IN SUPERVISED GROUPS

BACKGROUND

The following information is part of the Policy Portfolio for managing phone use in supervised groups at the school and in the homestay accommodation provided by the school. Fairfield Intermediate has a reputation as a specialist in supervised groups and has fully considered the risks associated with smartphone usage in the homestay. This element, combined with new government legislation that has banned the use of cellphones and all electronic devices in school has been taken into account when considering this document.

SUPERVISED-GROUPS ELECTRONIC DEVICES POLICY GUIDANCE IN THE HOMESTAY AND AT SCHOOL

Purpose

This policy outlines factors that will be considered when managing the use of smartphones in the homestay by supervised groups enrolling at the school. This policy should be read in conjunction with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

Rationale

Fairfield Intermediate School has developed a Supervised-Groups Phone Policy:

- To ensure that students enrolling at the school as part of a group can be contacted at all times and in the case of an emergency can contact the dedicated teacher, coordinator or agent associated with the group.
- To ensure the safety and well-being of the students and the quality of academic and social education of all International Students studying at the school.
- To ensure compliance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (The Code).
- To ensure that New Zealand homestay families continue to have a positive culturally responsive experience when hosting students from supervised groups and that their time is not impacted by students continuously on electronic devices.
- To control the negative impacts of social media on vulnerable international students who are part of a supervised group. This includes, but is not limited to, online bullying, inappropriate messaging and actions resulting from online activity, breaching of school processes in the care and duty of responsibilities to students as part of a supervised group.

A supervised group is considered to be:

- Two or more international students traveling together in New Zealand under the supervision of a person or organization other than Fairfield Intermediate School and enrolling at Fairfield Intermediate School as international students for periods up to three months.

Policy Procedures

1. On arrival students will hand all personal electronic devices over to the International Staff at Fairfield Intermediate. These will be kept in the school safe.
2. To ensure the safety and wellbeing of all supervised-group students that enroll at Fairfield Intermediate School, they will be given an individual emergency phone to be kept on their being at all times.
3. All students will be given the number of the Head Teacher or Agent / Coordinator that they are to contact in an emergency if required.
4. All phone numbers of the students will be made available to the agent, the teachers and the coordinators of the supervised group.
5. To consider the particular needs of students enrolling as part of supervised groups and ensure the administration and pastoral care provided for supervised-group students meet the requirements of the Code, the students will be given allocated sessions within their programme to contact parents.
6. Students will be given personal phones when they are on excursions so they can contact family. This is the responsibility of the head teacher or allocated co ordinator to manage. Phones will be handed back to the teachers when the excursion is finished and they will then hand them on to the International staff who will put them in the school safe.
7. On the final day of the tour electronic devices will be handed back to the students. They must be handed back in to the families at a time specified by the family.
8. If a student is found to have breached this policy and has taken an electronic device into a homestay, disciplinary action will occur. The phone will be confiscated for the duration of the programme and the insurance payment will not be refunded.

Payment of refundable insurance for emergency phones of Supervised Group Students

Fairfield Intermediate School will charge each individual supervised-group student \$100.00 as phone insurance. This will be refunded on the final day of the you less any costs associated with the phone. If the phone is lost or damaged this will not be refunded .

Use of Education Agents

The Director of International Students will ensure that the school does not accept any supervised-group students through an education agent who does not promote this policy to their students and their families.

In order to ensure that Fairfield Intermediate School and an education agent understand and meet their duty-of-care for the students, the Director of International Students will draft, and ensure that both parties sign an agreement for each supervised-group. which will provide details of the phone policy and the repercussions that occur if this policy is breached.

The staff member in charge of international education will report directly to the school Principal on the performance of the school's contracted agencies in relation to the communication of this policy . They will and report any breaches of the Code that may lead to the termination of an agency contract and will also report to the Principal any student who breaks the school rule of not having an electronic device in the homestay or at school.

This policy has been approved by the Board of Trustees

Approval Date: 12th June 2024

This policy has been reviewed on:

Review Date: 12th July 2025

