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Zeeko Phone Blocking System- DONE4U Quick Start Guide



FOCUS

Enjoy **7 hours of screen-free time** for uninterrupted learning.



LEARN

Improved **concentration** leads to stronger **academic performance** and engagement



THRIVE

Less screen time **reduces anxiety** and promotes **overall well-being.**



Sept 2025

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INTRODUCTION

What is the Zeeko Phone Blocking System?

The **Zeeko Phone Blocking System** is designed to help schools manage mobile phone use effectively while ensuring students retain access to their devices without distractions.



- **Distraction-Free Learning** – The phone pouch allows students to carry their phones securely while preventing usage during school hours, promoting a focused learning environment.
- **Hassle-Free Implementation** – Zeeko not only provides **Phone Blocking Pouches** and **Unlocking Devices** but also assists in designing a **customisable policy** to support a seamless implementation in your school.
- **Ongoing Support** – Zeeko offers **comprehensive support** throughout the school year, helping schools engage stakeholders (students, parents, and teachers) and troubleshoot any issues that arise.

This system ensures that schools can **effectively manage phone use** with minimal effort, creating a **structured, distraction-free environment** for students.

Why are Zeeko Phone Blocking Pouches being used?

Creating a Focused, Distraction-Free Learning Environment

The **Zeeko Phone Blocking Pouch** helps schools foster **concentration, engagement, and well-being** by securely limiting mobile phone access during school hours.

- **Uninterrupted Focus** – The **signal-blocking pouch** prevents notifications from reaching **smartwatches and other connected devices**, ensuring **7 hours of distraction-free learning** each day.
- **Minimises Teacher-Student Conflict** – By securely storing phones, the system eliminates unauthorised phone use in class, reducing disruptions and **avoiding disputes** between students and teachers.



QUICK START GUIDE

- **Enhances Learning & Engagement** – With fewer digital distractions, students can **fully participate in lessons**, improving **academic performance and classroom interaction**.



- **Proven Academic & Social Benefits** – Research from the **Norwegian School of Economics (NHH)** found that restricting smartphone use in schools **boosts academic results**—particularly for female students—and **reduces bullying incidents**.

Abrahamsson, S. (2024). *Smartphone Bans, Student Outcomes and Mental Health*. NHH Dept. of Economics Discussion Paper No. 01. [Link](#)

By implementing the **Zeeko Phone Blocking System**, schools can **improve focus, enhance learning, and support student well-being**, ensuring a **healthier, more productive school environment**.

HOW THE ZEEKO PHONE BLOCKING SYSTEM WORKS?

How do Zeeko Phone Blocking Pouches work?

The Zeeko Phone Blocking Pouch is a **simple, secure, and effective** solution to help students stay focused during the school day. Here's how it works:

1. **Insert Your Phone** – At the start of the school day, students place their mobile phones inside their individual Zeeko Phone Blocking Pouch.
2. **Lock the Pouch** – The pouch is securely locked, preventing access to the phone during school hours.
3. **Keep It With You** – Students keep the locked pouch on their person, ensuring their phone remains **safe and secure** while remaining **completely inaccessible**.



4. **Unlock at the End of the Day** – At designated unlocking stations, students tap their pouch against the unlocking device, so they can access their phone again.

The Zeeko Phone Blocking System is designed to **minimise distractions, improve focus, and create a better learning environment**, while still allowing students to keep their phones in their possession.

What Students Need to Do?

To ensure a smooth transition to the **Zeeko Phone Blocking System**, students should follow these simple steps:

1. **Secure Your Phone** – Place your phone inside the Blocking pouch at the start of the school day.
2. **Unlock at the End of the Day** – Use the designated unlocking station to retrieve your phone before leaving school.



3. **Follow the Policy & Enjoy the Benefits** – By cooperating with the new system, students can experience **7 hours of uninterrupted learning**, free from notifications and distractions.

This system promotes better focus, reduced stress, and a more engaged learning environment for everyone.



IMPLEMENTATION STEPS

Where to start?

Step 1: Register on the Zeeko Website

Sign up on the Zeeko website to gain access to all the necessary resources to implement your new phone pouch policy seamlessly.



Step 2: Stakeholder Survey

Engage parents, teachers, and students through surveys provided by Zeeko. We analyse the results and deliver insights to help your school determine the most suitable mobile phone policy.

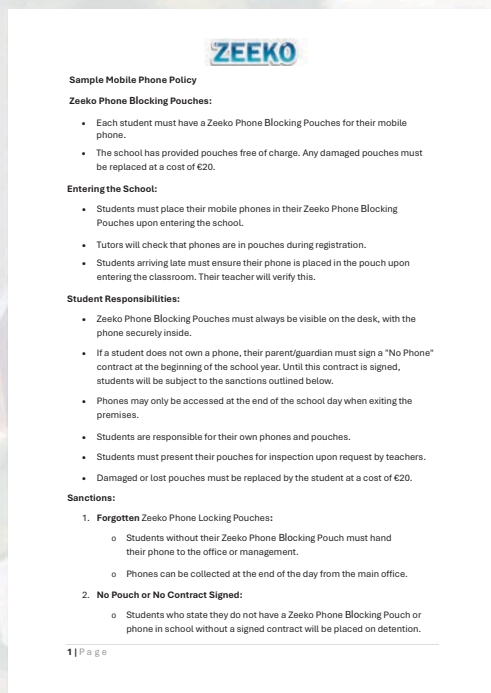


Step 3: Policy Selection

Based on survey findings, choose a policy that aligns with your school's needs—options include a full ban on phones, restricted access during specific times, or other tailored solutions.



Step 4: Customisable Policy Template & Expert Support



Zeeko provides a fully editable policy document that you can adapt to suit your school's specific requirements. Additionally, expert guidance is available from an experienced teacher who has successfully implemented phone pouches in their school since 2022.

Step 5: Documentation for Parents & Students

All essential documents are supplied, ensuring clear communication with parents and students to gain their support for the new policy. The work is DONE4U.

Resources Supplied by Zeeko

- 00_Zeeko Phone Blocking System - DONE4U
- 10_Code of Behaviour Audit- Student Analysis
- 20_Teachers Feedback Survey
- 30_Mobile Phone Usage Policy
- 40_Mobile Phone Policy Students
- 50_Poster
- 60_Social Media_Banner
- 60_Social Media_Grid
- 60_Social Media_Story
- 70_Email_Zeeko Phone Blocking System - Student Survey
- 71_Email_Zeeko Phone Blocking System - Teacher Survey
- 72_Email_Zeeko Phone Blocking System - Parent Survey
- 73_Email_Zeeko Phone Blocking System - Mobile Phone Policy - Student



- 74_Email_Zeeko Phone Blocking System - Mobile Phone Policy - Teacher
- 75_Email_Zeeko Phone Blocking System - Mobile Phone Policy - Parent
- 80_Zeeko Phone Blocking System - User Manual
- 90_Zeeko Unlocking Device - User Manual

Pre-Launch Day: Getting Ready for the Zeeko Phone Blocking System

To ensure a smooth and successful rollout of the **Zeeko Phone Blocking Pouches**, schools should take the following steps before launch day:

1. **Organise a Launch Committee (Optional but Recommended)**
 - **The Senior Leadership Team (SLT)** can form a **committee** to oversee the introduction of the pouches.
 - Schools may also use a **discretionary day or Croke Park Hours** at the start of term to prepare for the launch.



- This helps engage staff, ensuring they are familiar with the system before implementation.
2. **Set Up the Unlocking Device**
 - Schools will receive their **Unlocking Device** before launch.



- These should be placed in **secure areas with supervision or surveillance** to ensure proper use and security.
- 3. **Install Unlocking Stations**
 - **Caretakers** will mount the unlocking devices on walls in designated areas for easy student access at the end of the day.
- 4. **Staff Training & Policy Presentation**
 - The SLT will deliver a **staff presentation** on:
 - The new **school policy** regarding phone use
 - **Sanctions** for non-compliance
 - Procedures for implementing the pouch system
- 5. **Prepare Pouches for Distribution**
 - Sort and label pouches by **year group** to ensure an organised distribution process on launch day.

Taking these steps in advance will help ensure a **structured, efficient, and successful** introduction of the Zeeko Phone Blocking System in your school.

Launch Day Plan: Implementing the Zeeko Phone Blocking System

To ensure a smooth and efficient launch of the **Zeeko Phone Blocking System**, follow this structured plan.



QUICK START GUIDE

Task	Time Required	Responsible	Details
Print Class Lists	1 hour	Office Staff	Ensure all student lists are accurate and up to date. These will be used to track pouch distribution.
Create an Excel Sheet to Track Pouch Details	1 hour	Office Staff	Include columns for student names, phone colours, special notes, and compliance tracking . This should be easily accessible via the school's management system (e.g., VSware).
Print a Hard Copy Backup	1 hour	Office Staff	Prepare printed versions of the Excel tracking sheet in case of any technology failures.
Print Distribution Instructions from Zeeko	30 minutes	Office Staff	Follow the step-by-step instructions provided by Zeeko for smooth pouch distribution.
Box Up Pouches for Collection	1 day	Launch Committee	Organise pouches by year group and class , including distribution instructions for tutors. Ensure all pouches are accounted for.
Present Launch Day Plan to Staff	30 minutes	Principal / Committee Member	Brief all staff on: policy details, distribution process, and troubleshooting guidelines . Answer any questions before launch.
Distribute Pouches & Inform Students	1 hour 30 minutes	Tutors	Tutors hand out pouches , log details (phone colours, notes, etc.), and present the new school phone policy to students. Ensure students understand how to use and unlock the pouches.

Final Checks & Support

- Ensure **unlocking stations are set up and working**.
- Have **extra pouches on hand** for replacements if needed.
- Encourage **staff and students to ask questions** and report any issues.

With this structured **Launch Day Plan**, your school can successfully implement the **Zeeko Phone Blocking System**, ensuring a **distraction-free learning environment** for students.



MANAGING THE SYSTEM THROUGHOUT THE YEAR

Daily Procedures for Staff

- **Model behaviour where possible** - Technology is essential in classrooms and there may be times where you need to use your own mobile phones. However, as much as possible, Zeeko would recommend putting your own phone into our Velcro pouches to encourage students to do the same!



- **Know your policy and enforce it!** Once students know that pouches are here to stay and staff are following policy, they stop pushing boundaries.
- **Co-operate in pouch checks** - Where you can, check pouches for damage, dummy phones and other items that may be used to look like a phone in a pouch. Use the excel sheet to check students have the correct phone in their pouch when possible. Follow your policy if there are any of the above issues found.



- **Consistency** - This may seem like an extra workload at first but after consistency from all staff for the first few weeks, students begin to enjoy their screen free time in school!



Troubleshooting Common Issues

Implementing the **Zeeko Phone Blocking System** is a straightforward process, but schools may encounter occasional challenges. Below are some common issues and solutions to help maintain a **smooth and effective** system.

1. A Student Forgets Their Phone at Home

- Students should be **challenged on this**, as forgetting a phone is unlikely in today's world.
- If a student claims to have forgotten their phone, **contact a parent/guardian** for verification.
- Schools can implement a **policy rule**:
 - **No phone & no note from home = a sanction.**

2. A Student Needs to Use Their Phone for a Valid Reason

- **Students should be encouraged to use the school office phone** for emergencies.
- If access to a personal phone is required, the student can make a **formal request** through a teacher or administrator.
- Staff should assess the situation and determine whether an **exception** is necessary (e.g., medical emergencies).

3. A Student Refuses to Put Their Phone in a Pouch

- Consistency is key—staff must **enforce school policy uniformly**.
- Consequences should be **clearly outlined in the policy**, such as:



- A verbal warning.
- Contacting parents/guardians.
- Detentions or further disciplinary action.

4. A Student Damages or Tampers with the Pouch

- Pouches should be treated as **school property**, since the school funds the Zeeko Phone Blocking System.
- Deliberate damage should be handled **like any other school property violation**, with consequences such as:
 - Replacing the pouch at the student's expense.



- Additional disciplinary measures.
- Staff should conduct **routine pouch checks** to identify tampering.

5. A Parent Needs to Contact Their Child During the School Day

- Parents should **contact the school office** for emergencies, just as they did before mobile phones were widely used.
- Schools can implement a **clear communication plan** to reassure parents that urgent messages will be delivered promptly.



6. A Student Needs Their Phone for Medical Reasons

- Students with **medical needs** can be issued a **Velcro-sealed pouch** that allows quick phone access when necessary.
- Any medical concerns should be **flagged during the initial order process**.

7. A Student Claims Their Pouch is Lost or Stolen

- The school's **tracking system** (e.g., Excel sheet with student phone details) can help verify ownership.
- Schools may implement a **replacement policy**, requiring students to:
 - **Report lost pouches immediately.**
 - **Cover the cost of a replacement** if negligence is involved.

8. Students Attempt to Use Dummy Phones

- Some students may place an **old or fake phone** in the pouch while keeping their real device.
- **Regular pouch checks** should be conducted to ensure students have **their actual phone** inside.



- Tutors or designated staff can **randomly verify phone models** against the **tracking spreadsheet**.

9. Staff Concerns About Consistently Enforcing the Policy

- **All staff must model good practice**—whenever possible, teachers should use Zeeko's **Velcro pouches** for their own phones.
- **Reinforce the policy early**—students are more likely to comply once they see that it is being enforced consistently.
- **Staff training sessions** should include policy reminders and troubleshooting discussions.

By addressing these common issues **proactively**, schools can ensure that the **Zeeko Phone Blocking System** runs smoothly, fostering a **focused and distraction-free** learning environment.

Engaging Students, Staff & Parents

Engaging Students, Staff, and Parents

Successful implementation of the **Zeeko Phone Blocking System** requires **clear communication and active engagement** from students, staff, and parents. Below are key strategies to ensure a **smooth transition and long-term success**.

1. Engaging Students

Involve Students in the Process

- Host an **assembly or classroom discussions** explaining **why** the phone pouch policy is being introduced and how it will **benefit students**.



- Highlight the **positive impacts**, such as:
 - Reduced classroom distractions.
 - Improved focus and learning outcomes.
 - More meaningful face-to-face interactions.



- Share real-world examples, such as the **Norwegian study** that found **better academic performance and reduced bullying** after phone restrictions.

Make It Clear & Fair

- Ensure students understand the **rules and consequences** for misuse (e.g., tampering with pouches, bringing a dummy phone).
- Reinforce that **the system is not a punishment**, but rather a way to create a **healthier learning environment**.

Encourage Student Feedback

- Use the **student survey** to gather student opinions and address concerns.
- Use student input to make small adjustments where needed (e.g., ensuring unlocking stations are easily accessible).

Reinforce Positive Behaviour

- Recognise and reward students who **fully comply** with the system.
- Encourage **teachers to model good behaviour** by minimising their own phone use in class.

2. Engaging Staff

Provide Comprehensive Training

- Host a **staff training session** to:
 - Explain the **policy details**.
 - Demonstrate **how the pouches work**.
 - Discuss **common challenges** and solutions.
- Ensure all staff are **confident in enforcing** the system consistently.



Encourage Staff Buy-In

- Reinforce that the policy is **not about restricting technology** but rather about **reducing distractions** and **improving student engagement**.
- Provide **supportive resources** such as **FAQs**, **troubleshooting guides**, and **best practice tips**.

Lead by Example

- Staff should model **responsible technology use** by minimising personal phone use during lessons.
- Encourage teachers to store their own phones in **Velcro-sealed pouches** to demonstrate commitment to the policy.

3. Engaging Parents

Clear Communication from the Start

- Send a **detailed letter or email** explaining:
 - The **purpose of the Zeeko Phone Blocking System**.
 - The **benefits for their children**.
 - The **expectations for students**.



- Provide **FAQs** to address common parental concerns (e.g., **emergency contact, safety, and exceptions for medical needs**).

Use Multiple Communication Channels

- Hold a **parent information evening** to allow parents to ask questions and understand the policy in-depth.
- Use the **school website, social media, and newsletters** to keep parents informed about the **progress of implementation**.

Highlight the Benefits for Families

- Emphasise how reduced phone usage in school can:
 - **Improve students' sleep patterns** by breaking excessive screen time habits.
 - **Encourage more in-person interactions** at home.
 - **Support mental well-being** by reducing social media pressures.

Encourage Parental Support

- Suggest that parents **reinforce the policy at home** by setting **healthy screen time limits**.
- Provide **tips for managing mobile phone use** outside school hours.

Final Thoughts

Successful engagement with students, staff, and parents will ensure that the **Zeeko Phone Blocking System** becomes an accepted part of **school culture**. Through **clear communication, consistent enforcement, and positive reinforcement**, the system will help create a **focused, distraction-free learning environment** for all.

FREQUENTLY ASKED QUESTIONS

Why implement a phone pouch policy?

The policy helps reduce distractions, prevent cyberbullying during school hours, improve student engagement, and promote better social interactions.

What if a student forgets their phone at home?

Nowadays, leaving your phone at home would be like leaving your arm at home so students should be challenged on this. Contact with a parent should be made to confirm this. This can also be put into your policy - No phone and no note from home to explain = sanction.



What if a student needs to use their phone for a valid reason?

Students can use the school office phone where necessary and should be encouraged to do so. If a phone is not available, students can request access through a teacher or administrator, who will determine if an exception is warranted (e.g., medical needs, emergency calls).

What if a student refuses to put their phone in a pouch?

Schools should have clear consequences outlined in the policy. Common approaches include contacting parents, detentions and suspensions.

What if a student damages or tampers with the pouch?

Deliberate damage should be treated as a policy violation, with consequences such as replacing the pouch at their own expense or disciplinary measures. The pouch should be viewed as school property as the school is funding the Zeeko Phone Blocking System.

What if a parent needs to contact their child during the day?

Much like the olden days - Parents should contact the school office in case of an emergency, and the school can relay messages to students.

What if a student needs their phone for medical reasons?

Zeeko can supply a Velcro pouch for these students. The number of velcro pouches required should be identified when ordering.

Will this policy affect student safety when traveling to and from school?

Since students regain access to their phones at the end of the school day, their safety while commuting should not be affected.

How does this policy impact student learning?

Studies show that reducing phone use in classrooms improves concentration, participation, and overall academic performance.

Will students still be able to develop digital skills?

The policy restricts phone use during instructional time but does not limit access to educational technology such as computers and tablets.

I frequently use phones in class to enhance teaching and learning, will I have to change my approach?

Zeeko can help develop your policy to ensure that teaching and learning approaches will not be affected. Identify this issue in the teacher survey and the policy will be developed to support these concerns.



ADDITIONAL SUPPORT AND CONTACT INFORMATION

Support is available to teachers for teaching and technical issues through 3 channels listed below:

SUPPORT CHANNELS



Support is open 8am - 5pm, Monday to Friday



Web

<https://zeeko.ie/support/>



Phone

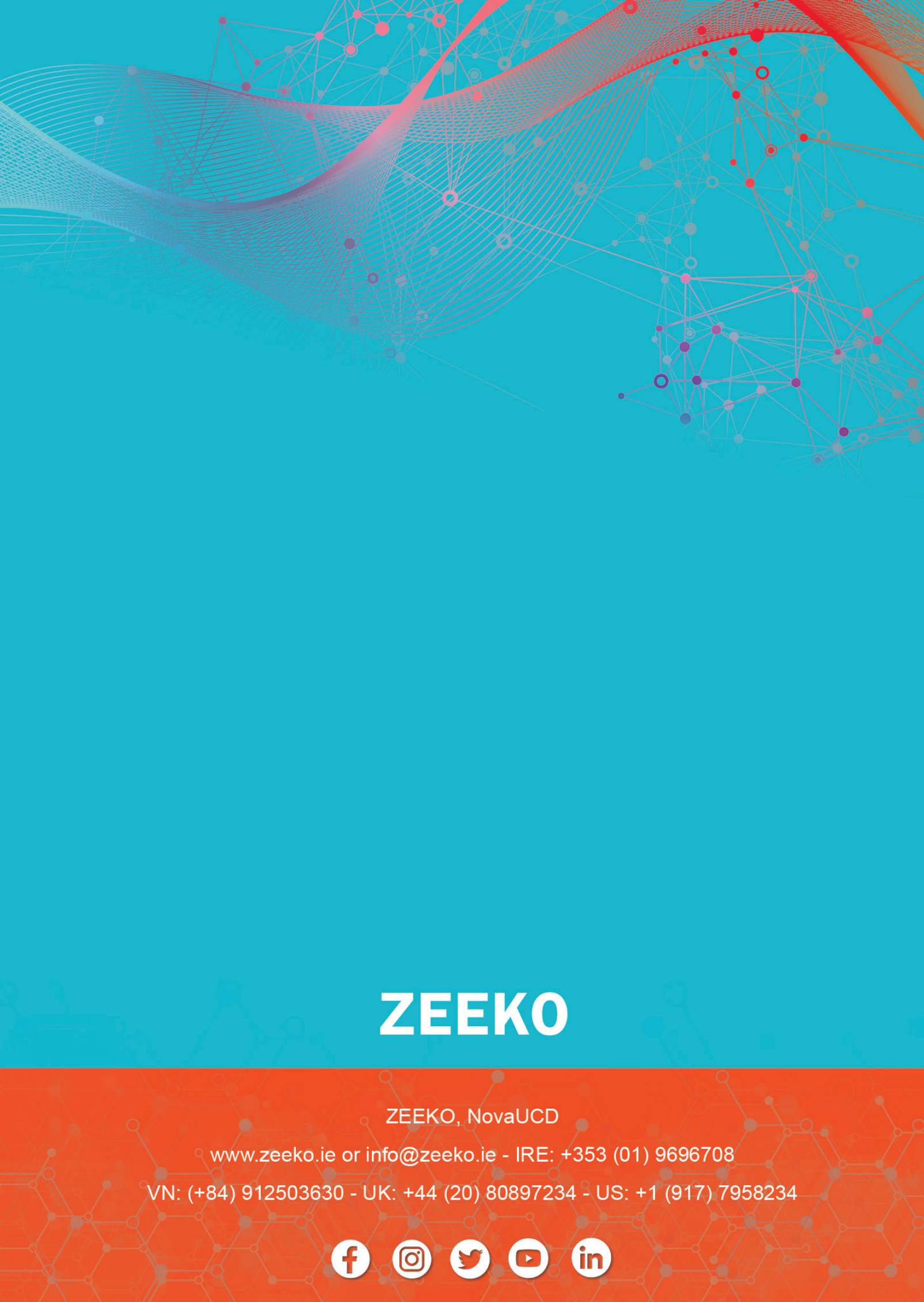
IRE: + 353 (01) 9696708
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Email

support@zeeko.ie

The phone number and support email will be monitored during normal school opening hours and up to 17:00 each day.



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