

Guyra Central School Phone Policy

YONDR Strategy Procedures

Devices covered under the policy:

- All mobile phones and smartphones
- All smart watches and apple watches (fitbits excluded)
- All ipads and tablets
- All wireless earphones
- Game and any other gaming device e.g. DS, Gameboys and Nintendos
- Ipods and MP3 players

Rationale:

Rationale Guyra Central School understands that mobile phones are an important part of many young people's daily lives and parents/carers may require their children to have a phone for a variety of reasons including safety and ease of contact. However, mobile phones have the potential to cause significant disruption to learning, safety and the efficient operation of the school. This policy refers to mobile phones, however, the term also incorporates the use of other electronic devices including, but not limited to, iPods, smart watches, game consoles and wireless headphones.

Mobile phones for Primary students

Primary students are not permitted the use of mobile phones during the school day OR to have them on the premises.

Mobile phone use for Secondary Students

Mobile phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID Number. While the Yondr Pouch is considered school property, it is the students' responsibility to ensure that the Yondr pouch is being used correctly, is free from damage.

The procedures outlined in this document will guide the student use of Yondr pouches.

Process

The process for the correct use of Yondr pouches are as follows:

Beginning of Roll Call: Teachers to check YONDR cases are locked. NOTE: Phones are expected to be locked in the cases prior to roll call. Roll call is the time to check they are locked. Phones are expected to be in YONDR cases upon arrival to the school.

As students enter their Roll Call, they will:

- 1) Present their phone for inspection within the YONDR pouch. IF PHONE IS NOT ALREADY WITHIN THE POUCH AT ROLL CALL:
- 2) Turn their phone off or put in on aeroplane mode.
- 3) Take their assigned pouch, place their phone inside the pouch and securely close it.
- 4) Store the pouch in their school bag. Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day.

If a student arrives at school late, they must lock their phone in their pouch before leaving the front office.

End of Period 5: As students exit their last class for the day, after the final bell has rung they will:

- 1) Unlock their pouch using an Unlocking Base as they exit the school.
- 2) Remove their phone from the pouch once off the school grounds.

If a student is signing out from school early, they will unlock their pouch at the front office. If a student attempts to access the Unlocking base before they have been instructed disciplinary action will be taken.

New enrolments / Signing out

Once a student's enrolment is confirmed they will be assigned a Yondr pouch through the Front Office. The pouch number must be recorded by the office.

The signing out paperwork needs 'Yondr pouch returned box' added. Students who leave the school without signing out should still return their pouches. Letters should be sent similar to the Library procedures. Person responsible ??????. Year 12 students will need to either hand in their Yondr pouch or pay the \$10 lost fee before purchasing their formal ticket.

Normal operating procedures

Students are expected to use the unlocking stations each morning as they enter to unlock their bag and place the phone inside. The phones remain locked throughout the day. At the end of the day students leave the school and once outside school grounds may access their devices.

An unlocking station will be placed next to the bus bay to ensure all mobile phones are unlocked prior before departure from the school. The unlocking station is put away again after the buses have. This only will occur in the afternoon.

No unlocked phone is permitted on school grounds during school hours unless part of a specific learning experience. Student Yondr pouches should be closed and locked at all-times except when adding or removing their phones at the beginning and end of the school day.

The front office will be available for temporary unlocking in the unlikely event that a phone needs to be accessed during the school day.

Portable gaming consoles etc.

All technology devices not part of the BYOD framework are banned from school. This includes Airbuds and all wireless earphones which are of unacceptable value and easily lost or stolen. When sighted these devices should be acted on in the same manner as mobile phones.

Recess / Lunch

Phones are to remain locked on school grounds at all times. When a teacher sees a Student's phone during Recess and lunch the teacher will be expected to follow the same procedures for 'When a phone is sighted'.

Monday afternoon / Bus duty

Students who leave school will be able to lock and unlock their phones via the front office upon signing out. An unlocking station will be available at the bus pick up location to ensure phones are unlocked prior to departure.

Distance Education:

Negotiated exemptions can be sought for calls that are required for Distance Education, ONLY when the phone in the study room in the library is unavailable. Students must speak to a staff member to organise the phone to be unlocked and then relocked at the conclusion of the call.

Teacher Behaviour

Initially teachers are asked to not have their phones out during class, including marking rolls. Staff discussion about how much we can model this for the students. Teachers who can administer their classes without their phones are invited to participate in the program and have their phones in Yondr pouches in front of students.

Excursions/Sport

Phones are an important safety device. Phones should not be locked in pouches where students will be off site for a substantial time or unlikely to return to school at the end of the activity.

Counsellors / Social worker

If the Counsellor, Social Worker or AEO judge a student's phone urgently unlocking the supporting staff will take the student to a Deputy office OR the front office for the phone to be unlocked. The phone then must be locked again before the student returns to the playground or class.

When a phone is sighted by staff

The teacher must ask for the phone to be handed over immediately. If the student refuses the teacher may

1. Provide uptake time in line or other strategies to allow the student to meet the schools expectations and then,

Either

2. Send the offending student with their phone to the front office to have their phone placed in the school safe

OR

Send a separate student to a Support Teacher, Head Teachers, Deputies and finally Principal for assistance collecting the phone in line with the school discipline policy.

Note: if a student refuses to hand over their phone the student will be issued a formal caution of suspension in line with current procedures and contact will be made home. Suspension could result from further disobedience.

Note: repeated bringing of the phone or other banned device regardless of willingness to hand the phone over will also result in formal caution of suspension.

Note: The principal will permanently ban a student from bringing their phone to school if they continually fail to meet the school's expectations. In this situation the Yondr pouch will be returned to the school until the ban has been lifted. \$10 lost damaged pouch fee will apply if the pouch cannot be produced on request.

Students who return to the classroom will have a receipt from the front office showing that they have handed over their device.

What happens to taken phones?

Phones are considered the property of parents and guardians and are placed in the school safe. Parents and guardians will be contacted and asked for advice on how, when and who to release the property. Phones will not be released to the students. Where contact cannot be made with the parent or guardian the phone will be kept in the safe until a time when the parent or guardian can attend the school to collect the device.

Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. If the students' phone is seen then it will follow the procedure outlined above. Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch. The school will keep a minimum float of 50 reserve pouches.

Students who need their phone before or after school but have damaged or lost pouches can hand the phone to the front office each morning where it will be kept in the school safe according to the procedures listed above.

Teaching using BYOD

Guyra Central School does not recognise Mobile Phones or other banned technological devices as BYOD devices due to their small screen, potential risk of eye strain and future litigation. Teachers are encouraged to book their classrooms into computer spaces OR use the faculty device banks.

If no other alternative is suitable then teachers can 'borrow' an unlocking station from the front office. Students will be instructed to unlock their pouches at the beginning of the activity. The teacher must ensure that they leave enough time for all students to relock their devices at the end of the lesson and that the phones are only out of pouches for the duration of the learning activity.

Evacuation/Emergency

The unlocking stations are to be taken to the emergency assembly point. Students should only be allowed to unlock their phones during a genuine evacuation e.g. not a practice evacuation. Students must be sitting A-Z in roll lines with their attendance checked before phones will be unlocked. This is to be done roll by roll without students standing or walking around.

In the event of a natural disaster, for example flooding, the principal may decide to have students unlock their phones to ease communication with families.

Yondr Inspections

At points during the year all students' yondr pouches will be inspected to ensure they are still functional. Students will be given a week's notice prior to the Inspection date to prepare. A half price amnesty on pouches will be held 3 days before the inspection to help families meet the school's requirements.

As the students enter the school grounds in the morning all students will be asked to present their yondr pouches. Primary focus will be on function and obscene graffiti. Student's pouches that cannot be quickly unlocked and locked will be either surrendered and billed OR replaced as determined by a nominated staff member.

Students who do not have their case on them are to be handed the parent survey letter. Students have 1 fortnight to return the letter to the school. In a fortnight's time a staff member needs to check each of those 'forgetful' students and follow up with further action, parent notification etc.

Mobile Phone Policy Flow Chart for Incorrect use of Mobile Phone

