Mobile Phone Procedures

Rationale: To explain to the Yass High School community the Department of Education's Policy and Yass High Schools procedures regarding mobile phones and the use of the YONDR pouch system.

Aim: To provide a consistent framework for the use of mobile phones in the school environment, for both staff and students.
To provide a procedure for the use of YONDR phone pouch system.

Yass High School

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Our School's Approach

Yass High School does not consider mobile phones to be an appropriate digital learning device under the Department's BYOD policy. This is due to their small screen size which has implications for optical health as well as their incompatibility to utilise a wide range of software required to access a wide range of learning activities and experiences. Students will have access to digital devices such as desktop computers, Chromebooks and iPads for learning activities that require specific access to online and offline platforms. Yass High School has recently purchased a number of new laptops to support this and, in conjunction with Yass High School P&C, are currently in the process of ordering another class set of Chromebooks.

Yass High School utilises the YONDR phone pouch system. All students enrolled at Yass High School will be allocated a YONDR pouch free of charge. Students enrolling throughout the year will be allocated a pouch as part of their enrolment. If this is damaged or lost a replacement cost of $10 will be billed to parents/carers.

Procedures:

Students

Once allocated a pouch, students will be expected to have their phone secured in their pouch for the duration of the school day, except where exemptions apply as set out below. Students are not permitted to have headphones, airpods or earbuds that connect to their device via Bluetooth. If sighted these will be managed by staff the same as an un-pouched device.

Once students enter school grounds they are expected to:

1. Unlock their pouch using one of the unlocking stations.
2. Turn their mobile phone **OFF** and place their phone in the pouch.
3. Lock the pouch for the duration of the day.
4. Unlock pouches at one of the unlocking stations at the end of the day as student leaves.

Roll call teachers will check that students have their phones locked in the YONDR pouch at the beginning of roll call each day.

Where there is a need to use a phone for a learning task, for example filming a movement in PDHPE, the teacher will have access to an unlocking station through the Head Teacher. At

the conclusion of the learning activity students are expected to return their phone to the pouch as set out above.

On Wednesdays, students who have permission to leave from external venues, for example walk home from the golf course, will need to ensure that the front office has received their permission note to leave early and that they unlock their pouch at the front office before leaving for sport. Where an excursion or off-site event occurs students will not be expected to have their phones in the pouch, as they may not return to school.

Students will not have access to their phones during break times. Students will not be able to use mobile phones whilst on school excursions, including bus transport. During overnight excursions students will be allowed to access phones for a specific time frame to contact home etc.

Student Exemptions

No un-pouched device is permitted on school grounds during school hours unless part of a specific learning experience or an individual learning plan. Students in the Learning Hub will follow a similar procedure except they will have their own unlocking station located in the Inclusive Education staffroom.

Exceptions to the policy may be applied during school hours if certain conditions are met, specifically, *health and wellbeing-related exceptions* and where *mobile phones are required as per a teaching program*. Parents and carers can request an exemption; these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

1. Learning-related exceptions

Specific exception	Documentation
- For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty. - As part of a subjects specific teaching and learning as per the program for that subject.	- Individual Learning Plans that support the need for students to access their device specific activities adjustments. - Program evidence to be provided to Head Teacher and relevant Deputy Principal.

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2. Health and wellbeing-related exceptions

Specific exception	Documentation
• Students with a health condition that require access of their device throughout the day	• Student Diabetes Management Plans and Health Support Plans.

Staff

Staff are expected to have their phones away during the school day, and where possible be using the YONDR pouch system. Roll marking should take place using a desktop, laptop or appropriate tablet. Where a learning activity is taking place teachers may use their phone to direct the activity. Teachers are encouraged to book their classrooms into computer spaces for digital activities. The teacher must ensure that they leave enough time for all students to turn off and relock their devices in the YONDR pouches at the end of the lesson and that the phones are only out of pouches for the duration of the learning activity.

Staff Exemptions
Teachers coordinating activities may also need to use the camera function to document activities for InTouch, the website and Facebook.

Phones are an important safety device and, therefore, some exemptions to the above apply. In the circumstance that staff need to contact the school or parents this is necessary. Similarly, if the school needs to contact a staff member or student, they need to be able to.

- **SPORT/EXCURSIONS:** Teachers who take a Wednesday sport group off-site must have their un-pouched phone on them with the ring on loud. Teachers who take a sporting team will also be required to have their phone with them for the duration of the off-site activity. This also applies to all off-site excursions.

When a Phone is Sighted by Staff
Staff are to refer to the *YONDR Pouch Procedure YHS* flowchart when managing a student who does not have their phone in their pouch. If a student attends roll call and has not locked their phone in their pouch the roll call teacher will instruct them to do so.

If a student has their phone sighted after roll call, they have not followed initial steps as per student expectations. In this instance staff is to:

1. Refer immediately to the yellow boxes of the flow chart. The teacher must ask for the phone to be handed in to the front office immediately. If the student refuses the teacher may Provide uptake time or use other strategies to allow the student to meet the school's expectations. If this instruction is not followed:

2. Contact the Head Teacher to escort the student and their phone to the front office and hand it in. Where a Head Teacher is required to manage student behaviour that student will be required to hand their phone in to the front office for the next 3 school days.

3. If the student still refuses this instruction the Head Teacher is to contact the relevant Deputy Principal to retrieve the student and their phone. The student will be placed on an orange level and be required to hand their phone into the Deputy Principal in its pouch for each school day that they are on the orange level.

4. Students who refuse Deputy Principal instructions will be issued with a warning of suspension and parent/carers will be contacted to manage the students phone moving forward.

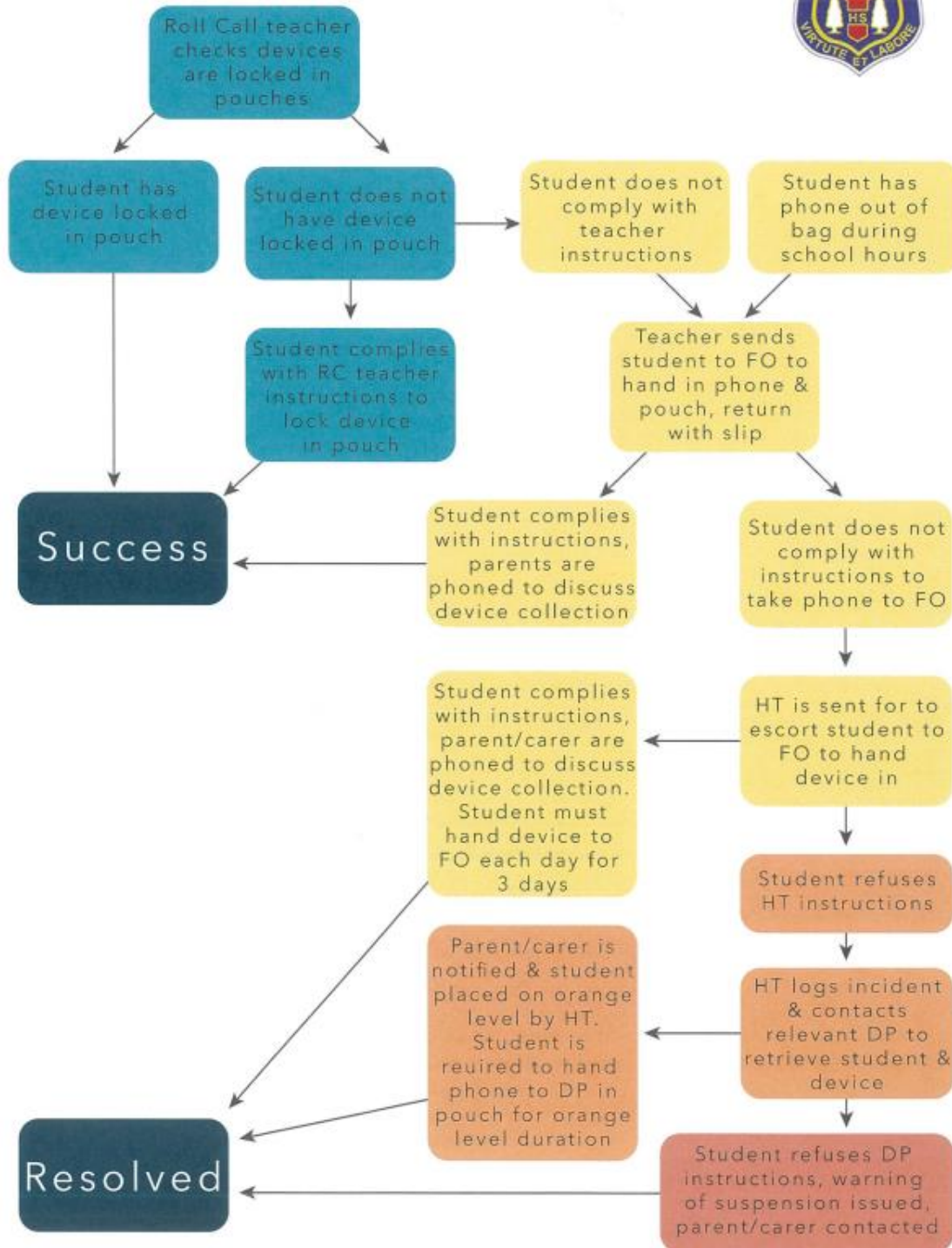If a student has their phone in the pouch and it buzzes or rings, they will be required to take it to the front office, where they can unlock it and turn it **OFF** before putting it in their pouch.

Students who repeatedly bring an un-pouched phone, regardless of their willingness to hand the device over, will be placed on an orange level and be required to hand their phone to the Deputy Principal as per step 3 above.

Yonder Pouch Procedure YHS

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                    ┌─────────────────────┐
                    │  Roll Call teacher   │
                    │   checks devices     │
                    │   are locked in      │
                    │      pouches         │
                    └─────────────────────┘
                       ↓              ↓
```

Roll Call teacher checks devices are locked in pouches

- **Student has device locked in pouch** → **Success**

- **Student does not have device locked in pouch**
  - → **Student complies with RC teacher instructions to lock device in pouch** → **Success**
  - → **Student does not comply with teacher instructions**

- **Student has phone out of bag during school hours**

Student does not comply with teacher instructions / **Student has phone out of bag during school hours** → **Teacher sends student to FO to hand in phone & pouch, return with slip**

- → **Student complies with instructions, parents are phoned to discuss device collection** → **Success**

- → **Student does not comply with instructions to take phone to FO**
  - → **HT is sent for to escort student to FO to hand device in**
    - → **Student complies with instructions, parent/carer are phoned to discuss device collection. Student must hand device to FO each day for 3 days** → **Resolved**
    - → **Student refuses HT instructions**
      - → **HT logs incident & contacts relevant DP to retrieve student & device**
        - → **Parent/carer is notified & student placed on orange level by HT. Student is reuired to hand phone to DP in pouch for orange level duration** → **Resolved**
        - → **Student refuses DP instructions, warning of suspension issued, parent/carer contacted** → **Resolved**

Confiscated Phones

If a phone is sent to the front office parents/carers will be contacted to discuss the incident and who the phone is to be released to. Parents can elect to come in and collect the device, or have it returned to their child. Phones will not be released to the students before 3.20pm, unless the student has permission to sign out before 3.20pm. Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 3.20pm.

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 staff will follow the procedure outlined above. Students are required to pay a 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 as outlined above.

Contact Between Students and Parents/Carers During the School Day

Should a student need to make a call during the school day, they must approach the administration office and ask for permission to use the school's phone.
During school hours, parents and carers are expected to only contact their children via the school office on 6226 1711. If you need to collect your student, we will send for them to meet you at the front office.

Responsibilities and Obligations:

For students

- Be safe, responsible, and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

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For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
    - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
    - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
    - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
    - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
    - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
    - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.

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    – Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this procedure on enrolment.

This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key terms

Bring your own device is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

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Appendix 2: What is safe, responsible and respectful student behaviour?

Be SAFE

- ☐ Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- ☐ Only use your own usernames and passwords, and never share them with others.
- ☐ Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- ☐ Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- ☐ Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- ☐ Follow all school rules and instructions from school staff, including when using digital devices and online services.
- ☐ Take care with the digital devices you use.
  - o Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
  - o Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
  - o Make sure the devices you bring to school have the latest software installed.
  - o Take care with the school-owned devices you share with others, so that other people can use them after you.
- ☐ Use online services in responsible and age-appropriate ways.
  - o Only use online services in the ways agreed to with your teacher.
  - o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
  - o Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- ☐ Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

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Be RESPECTFUL

- ☐ Respect and protect the privacy, safety and wellbeing of others.
- ☐ Do not share anyone else's personal information.
- ☐ Get permission before you take a photo or video of someone, including from the person and from a teacher.
- ☐ Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- ☐ Do not send or share messages or content that could cause harm, including things that might be:
  - o inappropriate, offensive or abusive;
  - o upsetting or embarrassing to another person or group;
  - o considered bullying;
  - o private or confidential; and/or
  - o a virus or other harmful software.