

# Batemans Bay High School

## Mobile Phone Procedures



### Introduction

In June 2018, the NSW Minister of Education announced an independent review into the non-educational use of mobile digital devices. The full report of the independent review can be found on the DoE's website <https://education.nsw.gov.au/about-us/educational-data/cese/publications/literature-reviews/impact-of-mobile-digital-devices-in-schools>.

In December 2018, the NSW government announced that in response to the recommendations made by the review that the use of mobile devices during school hours will be restricted in NSW public primary schools, and that NSW public high schools can also opt into this restriction.

Batemans Bay High School is now opting into this recommendation starting Term 2, 2022.

This will involve Batemans Bay High School adopting Yondr pouches for all students. Once allocated a Yondr pouch, students will be expected to have their phone secured in their pouch and in their bags for the duration of the school day unless an exemption applies. This procedure must not interfere with the processes of learning.

As students enter school grounds/before they attend roll call they are expected to:

1. Unlock their pouch
2. Turn their mobile phone OFF and place their phone in their pouch
3. Lock their pouch by clipping it together
4. Put their pouch in their bag

The phone/Yondr pouch remains locked and in their bag for the duration of the school day (including all break times).

At the end of the school day, (or those leaving early with permission) students are expected to:

1. Unlock their pouch when leaving school using the unlocking stations at exit points

While we understand students may require a phone for a variety of reasons when travelling to and from school, **mobile phones must be secured in the Yondr pouch before roll call**. The school or staff will not be responsible for the loss, theft or damage of the phone or unapproved devices. Students who bring their phone to school do so at their own risk.

Student/parent communication strategies will for some people significantly change with the adoption of the Yondr model. Please see below;

### Contact Procedures

**If a parent/carer needs to contact a student at school, they are required to contact the school through the Front Office and a message will be sent to the student as soon as possible.**

**The school telephone number is 02 4478 3600.**

**If a student needs to make emergency contact with their parent/carer, they can do so through the Front Office in the Administration block or through their Year Advisor for assistance.**

## **New enrolments / Signing out**

Once a student's enrolment is confirmed they will be assigned a Yondr pouch at the Attendance Office. Pouch allocation will be recorded into the Year Group Database. Students will sign the school agreement when they are issued their pouch.

When signing out, paperwork will indicate whether a pouch has been returned. Students who leave the school without signing out should still return their pouches. Letters will be sent, similar to the Library procedures for books not returned. 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 before roll call to unlock their pouch and place the phone inside. The Yondr pouch remains locked throughout the day. At the end of the day students leaving school use the unlocking stations at the exits of the school to unlock their pouches.

Students arriving late to school are to produce their locked pouch for inspection at the attendance office where they will also collect their late to school note – this note will indicate their device has been checked.

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.

Students in the Support Unit will follow a similar procedure except they will have their own unlocking station centrally located in the Support Unit Staff Room.

Unlocking stations will be available at the attendance office and can be booked by teachers to borrow for the purposes of learning and are to be available during emergencies.

## **Other Mobile Devices**

Inappropriate use of technology devices including air buds, headphones and smartwatches is also banned at school. When used inappropriately these devices will be acted on in the same manner as mobile phones.

## **Recess / Lunch**

Phones are to remain locked in pouches on school grounds at all times. When a teacher sees a student's phone during recess and/or lunch the teacher will be expected to follow the same procedures for 'when a student has a phone out in school hours or a phone is sighted' in the procedure flowchart.

## **Staff**

Teachers are encouraged not to use their phones during class time as it is important to model expected behaviours to students including around phone use. Any staff member who would like to, can participate in the Yondr program and have their phones in Yondr pouches in front of students. Teachers however may need to use their phones to access Sentral when away from their workstations to assist students, mark rolls and manage the administrations of the school only.

## **Excursions**

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

## **Counsellors / Support workers**

If the school counsellors, WHIN, SSO or members of the ALC judge a student's phone urgently requires 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**

Staff must ask the student to take their phones to the front office. Students who return to the classroom will require a receipt from the front office showing they have handed over their phone.

If the student refuses to take their phone to the front office teachers can;

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

Either

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

OR

Send a separate student to a Head Teacher for assistance collecting the phone.

If the student refuses the Head Teacher then the Head Teacher completes a referral to the Deputy in Sentral.

Please note the following;

- If a student refuses to hand over their phone the student will be issued a formal caution of suspension and contact will be made home. Suspension could result from further disobedience.
- Students who are required to repeatedly bring their phone to the front office, regardless of willingness to hand phone over will also result in formal caution of suspension.
- The Principal can permanently ban a student from bringing their phone to school if they continually fail to meet the school's expectations.

A \$10 lost or damaged pouch fee will apply if the pouch cannot be produced on request.

### **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 releasing the property; how, when and to whom. Phones will preferably not be released to the students unless necessary. Only senior executive can authorise the release of a phone to a student (regardless of instruction from parents). Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 3.10pm or a pre-organised sign out time.

### **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 it will follow the procedure outlined in 'when a phone is sighted'. 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 until the end of the day.

## Teaching using Technology

Teachers are encouraged to book their classrooms into computer spaces OR use the iPad/laptops most faculties now have purchased when their class requires the use of technology.

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

Portable unlocking stations will be taken to the assembly point. Students will only be allowed to unlock their phones during a genuine 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 / fire, the Principal may decide to have unlocking stations available in outside areas throughout the day. Students can then move to the unlocking stations during recess OR lunch to unlock their phones should an emergency require it.

## Exemptions

Exceptions to the procedures 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 and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion. An exemption form can be collected from the front office.

### 1. Learning-related exception

Specific Exception	Documentation required
<ul style="list-style-type: none"><li>As part of a subjects specific teaching and learning - per the program for that subject.</li></ul>	<ul style="list-style-type: none"><li>Program evidence to be provided to Head Teacher and relevant Deputy Principal.</li></ul>

### 2. Health and wellbeing-related exception

Specific Exception	Documentation required
<ul style="list-style-type: none"><li>Students with a health condition that requires access to their phone throughout the day.</li></ul>	<ul style="list-style-type: none"><li>e.g., Student Diabetes Management Plans and Health Support Plans.</li></ul>

## Yondr Inspections (whole school)

At points during the year all student Yondr pouches will be inspected to ensure they are still functional. Students will be given approximately 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.

At roll call in the morning all students will be asked to present their Yondr pouches. The primary focus will be on function and obscene graffiti. Student pouches that cannot be quickly unlocked and locked will be either surrendered and billed OR replaced as determined by a nominated staff member.

## **Yondr Inspections (random checks)**

The school Executive will select classes randomly for a mobile phone procedure check. Executive will come to the class and ask for all Yondr pouches to be placed on their table. Students whose phones are in Yondr pouches will be acknowledged. Students who either do not have their pouch or claim to have left their phone at home will be required to show evidence of not having a phone at school or that their pouch has been left at home. Phones found will follow the normal phone procedures outlined earlier.

## **Inappropriate use of a Mobile Device**

As per Batemans Bay High School's anti-bullying procedures, students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone or for any illegal activity. Such activities may incur disciplinary action including suspension. BBHS will not tolerate inappropriate use of mobile telephones under any circumstances. Students found to be using any device will have consequences imposed under the student discipline system.

### ***Improper use of mobile telephones or other electronic devices may result in:***

- Appropriate disciplinary measures.
- Confiscation of the mobile telephone or other electronic devices until such time as their parent or care giver is able to attend an interview with the Principal.
- Other sanctions or contacting the police in cases where students have been involved in bullying, intimidation or harassment of other students or staff via the mobile phone or other personal communication device or where the device has been used to take photographs or display inappropriate material.