



Jamison High School Student Mobile Phone and Digital Device Policy 2023

Purpose

Jamison High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. As a BYOD School we value the place of technology in the curriculum. We also recognise that digital devices may cause harm if used inappropriately and that they can cause distraction and impact on learning. We need to support our students to use them in safe, responsible and respectful ways.

Scope

In line with the New South Wales Government ban on mobile phones in schools, mobile phones and digital devices, other than BYOD computers, are not to be used during school hours at Jamison High School. Every student will be issued a personal Yondr Pouch for storing mobile phones and earpods when on the school site. Mobile phones are to be placed in these pouches for the duration of the school day. It is each student's responsibility to bring their pouch with them to school every day.

Process

The mobile phone ban is from **gate to gate** and covers the duration of the school day.

As students enter the school site for the start of the school day, they will:

- 1) Turn their phone off or put it in aeroplane mode.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base at the School/Building Entrance(s) at Gate 1 and Gate 2.
- 3) Place their phone, earpods inside the pouch and securely close it.
- 4) Each student will maintain possession of their phone inside their locked Yondr Pouch for the duration of the school day.
- 5) Late students will complete this process at the Front Office as they sign in.

Exit: As students exit the school site at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base at a School/Building Exit(s) at Gate 1 and Gate 2.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their bag for the next day.

Violations

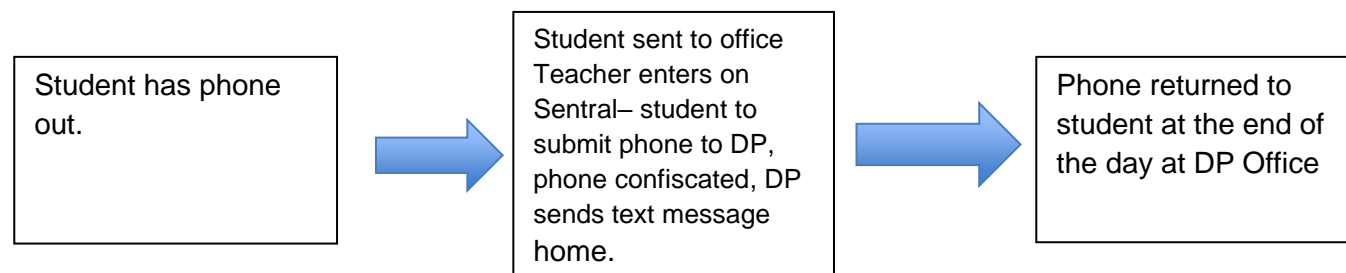
Below is a list of potential student violations. Each of these violations will result in the student's device/phone and/or pouch being confiscated by school staff.

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, bent pin or stripped lock inside the pouch – tampering with the locking device is easy to detect)
- 2) Forgetting or losing the pouch – phone will be collected and left at the Deputy Principals Office for the day where it will be stored in a locked cabinet.
- 3) Using their phone during school hours.
- 4) Other devices, such as tablets, headphones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.
- 5) All digital devices, not just mobile phones, should be used in safe, responsible and respectful ways.

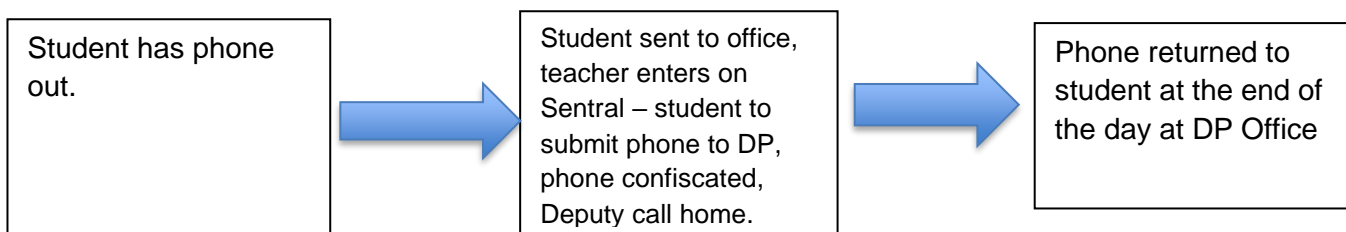
Disciplinary Action if a Yondr pouch is damaged

- 1) Phone and Pouch will be confiscated and parent/guardian will be notified immediately.
- 2) Student's parent/guardian must come to the school to pick up their child's phone to organise a replacement pouch to be assigned.
- 3) **Suspension Warning** for damage to school property will be issued.
- 4) DP will notify the office. The office will invoice students and parents via email and phone call for replacement Yondr pouch.
- 5) The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$20 fee to replace the damaged school property.

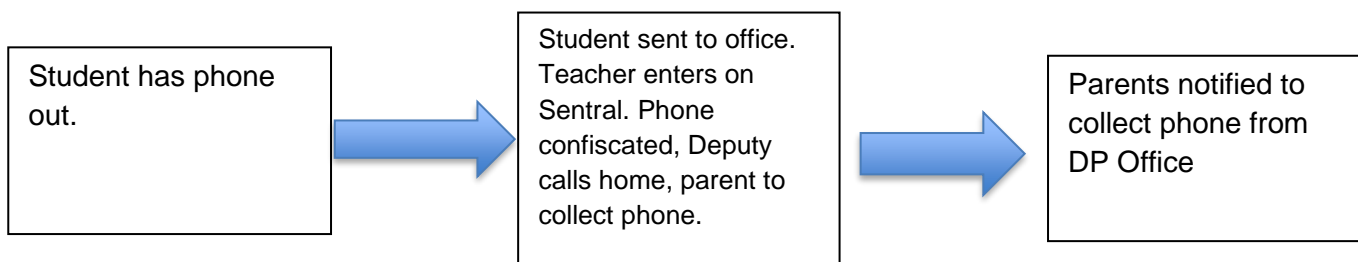
Disciplinary Action if a Mobile Phone is not in the Yondr Pouch



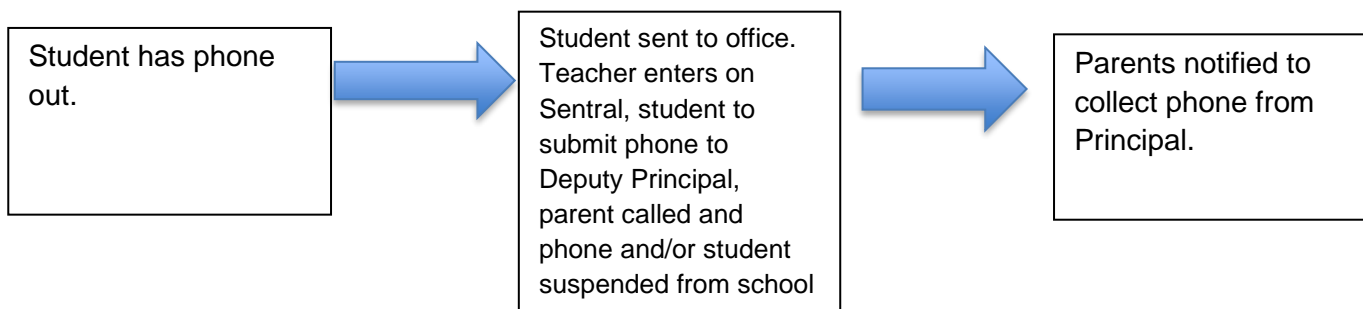
1st Warning - Recorded on Sentral, SMS Text to parent



2nd Warning – Recorded on Sentral – Parents Notified, phone call from Deputy Principal



3rd Warning – Recorded on Sentral – Parents called to collect phone, formal caution issued by Deputy



4th Warning – Recorded on Sentral – Phone and /or student suspended from school, managed by Principal

Failure to comply will mean incident is managed through school behaviour policies

- Upon 4th warning a **phone suspension** of between 5 and 10 days duration will be issued. The student's phone is to be submitted to the front office each day during this time. It will be locked in the strong room throughout the day and collected from the principal each day or alternatively it may be kept at students home or the school for the duration as discussed at parental interview.
- Once phone suspension has been completed the warnings system will typically begin again if the interventions have been successful. A suspension warning and suspension can be issued for continued disobedience as a result of repeated infringements of the school discipline code in terms of failure to follow the Mobile Phone and Digital Device Policy.

Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. 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.

Students with exemptions will have the following;

- Phone Pouch Exemption Pass
- Flagged on Sentral student profile

Students and parents understand that phones must remain 'Off and Away' unless required for reasons outlined as part of the exemption. Typically they may be given a Velcro Yondr Pouch or support staff will have access to a portable unlocking device.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must:

- approach the Front Office and ask for permission to use the school's phone.
- or
- During school hours, parents and carers are expected to only contact their children via the school office. A message will then be sent to the student. Our contact number is ph 47316150.

Student Responsibilities:

Students have responsibilities as part of their school community to maintain the effectiveness and success of the Yondr program. Here is a summary of their responsibilities:

1. **Comply with School Policies:** Students must adhere to the school's mobile phone policy and any related guidelines or rules.
2. **Secure and Store Devices:** Students are responsible for properly securing their mobile devices in Yondr pouches when entering designated phone-free areas. Before placing them in the pouches, they should ensure their devices are turned off or on aeroplane mode.
3. **Respectful Behaviour:** Students should respect the phone-free policy and fellow students. This includes refraining from attempting to tamper with or bypass the Yondr pouches and refraining from using unauthorised devices or accessories.
4. **Report Violations:** Students are encouraged to report any violations of the phone-free policy they observe to school staff or designated authorities. This helps maintain a supportive and accountable environment.

Students create a focused and productive learning environment by fulfilling these responsibilities while promoting greater engagement, social interaction, and academic achievement.

Teacher & Staff Responsibilities:

Staff and teachers have essential responsibilities to ensure the successful implementation and maintenance of the program.

1. **Model Behaviour:** Staff and teachers should be positive role models by adhering to the phone-free policy. They should demonstrate responsible device usage and refrain from using personal mobile devices when possible.
2. **Enforce Policy:** It is the responsibility of staff and teachers to enforce the phone-free policy consistently and fairly. They should communicate and reinforce the policy with students, reminding them of the expectations and consequences for non-compliance.
3. **Provide Guidance and Support:** Staff and teachers should provide guidance and support to students in understanding the purpose and benefits of the phone-free policy.
4. **Supervise and Monitor:** Staff and teachers should supervise and monitor to ensure compliance. They should be vigilant in identifying any violations and addressing them promptly and appropriately.
5. **Collaborate with Administration:** Staff and teachers should collaborate with school administration to review and revise the phone-free policy as needed. They can provide feedback, suggestions, and insights based on their observations and experiences to improve the program's effectiveness.
6. **Professional Development:** Staff and teachers may be required to participate in professional development sessions or training provided by the school or Yondr. This can include workshops on effective implementation strategies, managing distractions, and integrating alternative teaching methods.
7. **Support Positive Behaviour:** Staff and teachers should promote and reinforce positive behaviour related to the phone-free policy. They can implement strategies such as rewards, recognition, and positive reinforcement to encourage students to adhere to the policy.

Policy development and review

Policy development 2023

1. Consultation – Community survey Term 4 2022 and data included in Annual Report Term 1 2023.
2. Executive Consultation – Term 3 August 8 2023
3. P&C Consultation August 8 2023
4. Yondr site visit and consultation August 16 2023
5. Yondr presentation and policy inclusion full staff meeting August 16 2023.
6. P&C Final presentation of Mobile and Digital Device Policy 5 September 2023.
7. Final Staff briefing of Mobile and Digital Device Policy September 6 2023
8. Policy implementation Day One Term 4, October 9 2023.

The principal or delegated staff will review this policy annually.

Yondr Pouch Implementation – Jamison High School Frequently Asked Questions – Staff



What if a student refuses to put their phone into their Yondr pouch?	<p>Send student to the DP with phone. Record on Sentral – Negative incident, Mobile phone breach. Phone will be stored securely until the end of the day in a phone lock box located in each DP office.</p> <ul style="list-style-type: none"> - Refer student to DP. - Teacher enters incident on Sentral, tells DP, text message sent to parent first occasion, phone call second, parent interview third, phone suspension 4th incident. - Student Behaviour>Staff use – Mobile Phone> add incident detail.
Do earphones/airpods/ear buds need to be locked into a Yondr pouch?	Yes, for earpods follow the same processes as above if students refuse. Large headphones should be placed in bags unless there is a current ILP where earphones for sensitivity to noise is documented as an adjustment.
What if a student does not possess a mobile phone or says they didn't bring their phone to school that day?	The expectation is that all students bring the Yondr pouch to school every day regardless of whether they have a mobile device with them or not. They must present the pouch during Home room and inform the teacher it is not at school today.
What if a student does not bring their Yondr pouch to school?	Record on Sentral as a quick incident. It will become an issue if there is a mobile phone and digital device policy breach later in the day.
What if a student damages or loses their Yondr pouch?	Refer student to DP. Student will be charged \$20 for a new pouch. The pouch remains the property of the school. If deliberately damaged the student will face disciplinary action. Phone cannot come to school until Yondr pouch is replaced.
What if a student does not place their phone in the pouch and accesses their phone during recess or lunchtime?	Teachers on duty will report the student to the Head Teacher on duty or DP. Phone will be confiscated and placed in secured storage in a DP office. Teacher records on Sentral.
What if a student needs to make an urgent phone call home?	Student may go to Front Office, Year Adviser, Head Teacher Wellbeing or DP and request use of their phone/or an office phone if it is an emergency.
What if a student with a medical condition requires their phone to record medical information?	There is a special pouch for students with a medical condition. Teachers will be notified of the names of those students. They may need to unlock their pouch during class time. These are all managed by medical passes. Phones are stored in pouches throughout the day.
What if a student who has a mental health condition needs to contact a case worker, counsellor or parent?	A mobile unlocking station will be kept in the Front Office. Admin/ DP will assist students to unlock their pouch and lock after use.

What if a student needs urgent personal hygiene items?	Refer student to Sick Bay or their PE teacher, Head Teacher Wellbeing or DP. Sanitary products are also freely available in school toilets.
What if a student forgets to unlock the Yondr pouch before going home?	Unlocking stations will be inside Gate 2 and 3 and accessible until 5:30 pm.
What will be the expectations of the classroom teacher to implement the new policy?	Home room teachers will ask all students to place their Yondr pouches on their desk and do a quick scan to ensure all students have put their phone in the pouch. Senior students who have alternative starting periods may need to be reminded to lock their Phones in the Yondr Pouch at the Front Office upon arrival at school. Early leavers will need to unlock their phone at the office when they sign out. Senior exec will be highly visible at all entrances to the school during the initial implementation period to remind students to put their phone into their pouch.
What if a parent complains to you about the new policy?	Refer the parent to the relevant DP or Principal. Also remind them that this is a State Government policy.
What if a student cannot unlock their Yondr pouch when they leave the school?	Refer the student to the Front Office/DP
How many locking stations will be provided around the school?	16 fixed stations plus 7 portable locking stations. <ul style="list-style-type: none"> • 8 at Gate 2 • 8 at Gate 3 • Mobile stations will be located in the Front Office. there will be portable stations for excursions and carnivals where students do not return to school.
What if a senior student's timetable enables them to arrive late or to leave school early?	Students will be required to attend the Front Office to access an unlocking station at sign in and sign out.
What if a student has an early leaver's pass?	Students will be required to attend the Front Office to sign out and access an unlocking station
What if a senior student needs his/her phone in case their part time work needs to contact them?	Senior students should remind employers that they will not have access to their phone during the school day before 2:40pm. They can access left messages/voicemails when they leave the school.
What if the school goes into lockdown or lockout?	Students will follow existing school procedures. If parents/carers need to be contacted, usual processes will be followed in line with school policy.
What happens with mobile phones on excursions?	This will depend on the type of excursion, activity, transport and location. The mobile phone ban includes ALL school events. Yondr pouch non-use for short periods to access educational material will be included in the VTR, Risk assessment and communication home as decided by the teacher in charge of the excursion. School bytes – Additional information section /Additional information (last option).
Can I send students to the office before 2:40pm to collect their confiscated phone from the DP?	No. Students must collect their phones after the bell.



Policy at a glance – Quick reference guide
Flow chart of actions for non-compliance with Yondr Program

Student reports to office as they have forgotten their Yondr pouch	<ul style="list-style-type: none"> • Student to present to the relevant DP upon arrival to school. • Student hands over phone voluntarily to Deputy. • Phone stored in locked box in deputy principals office throughout the day. • At the end of the school day, student collects phone from deputy principal • This is a good will system allowing student agency – Sentral data entry will be completed for phone security.
First incident	<ul style="list-style-type: none"> • Student and phone sent to Deputy's office • Mobile Phone locked in Deputy Principals Office for the day in locked box • Negative Sentral entry completed by Teacher; Notify DP • Parent / Guardian Contact Made by Deputy; Data Record Made on Sentral/SMS Sent • Student collects phone at the end of the school day
Second incident	<ul style="list-style-type: none"> • Student and phone sent to Deputy's office • Mobile Phone locked in Deputy Principals Office for the day • Negative Sentral Entry Completed by Teacher / notify DP • DP records mobile phone breach on Sentral • Parent / Guardian Phone Contact Made by Executive • Student collects phone at the end of the school day
Third incident	<ul style="list-style-type: none"> • Student and phone sent to Deputy's office • Mobile Phone locked in Deputy Principals Office for the day • Negative Sentral Entry Completed by Teacher • Parent / Guardian Phone Contact Made by Executive; Data Record Made. • Parent/Guardian to collect phone at the end of the school day / following day as organised on phone. • Formal Caution Issued
Fourth Incident	<ul style="list-style-type: none"> • Student and phone sent to Deputy's office • Mobile Phone confiscated and locked in Deputy Principals office • Negative Sentral Entry Completed by Teacher • Parent / Guardian Contact Made by executive; Data Record made/interview conducted • Parent/Guardian to collect phone at the end of the school day/following day and phone suspension organised through interview. • Phone handed to Principal each day and stored in school lockup for negotiated period between 5 and 10 days • Purple level Monitoring Card issued
Failure to comply	<ul style="list-style-type: none"> • Student non - compliance with the Behaviour Support and Management Plan may result in Suspension