

# ELDERSLIE HIGH SCHOOL



## MOBILE PHONE STUDENT USE PROCEDURE

### PURPOSE

Elderslie High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

### YONDR POUCHES

The school has partnered with YONDR pouches for the implementation of a school wide consistent practice to promote an increased focus on teaching and learning. These pouches are magnetically sealed as students enter the school grounds, then unlocked again as students leave. This allows for device use when students are traveling to and from school but ensures these devices do not serve as distractions within our educational setting.

### MOBILE PHONE EXPECTATIONS & PROCESS

Mobile phones are not to be used during school hours. At the beginning of the school year, or when they enrol at EHS, every student will be assigned a personal YONDR Pouch with an ID number, similar to being assigned a textbook. While the YONDR Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

#### ***School entrance: As students enter the school, they will:***

- 1) Turn their phone and other associated devices off.
- 2) Unlock their empty YONDR pouch using an unlocking base at the school entrance(s).
- 3) Place their phone and associated devices inside the pouch, securely close it using the locking base and store it in their backpack.

Each student will maintain possession of their phone inside their YONDR pouch for the duration of the school day. Late students will complete this process at the Student Office as they sign in.

#### ***School exit: As students exit the building at the end of the school day, they will:***

- 1) Unlock their pouch using an unlocking base at the exits.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

(Exception: approved early leave from school in which case the student will unlock their pouch at the Student Office)

## **MANAGEMENT OF 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.

- Physically damaging the pouch in an attempt to circumvent its intended purpose. (eg: discoloration, pen marks, bent pin or stripped lock inside the pouch).
- Forgetting or losing the pouch.
- Using their phone during school hours.
- Using other devices, including but not limited to head phones and smartwatches as these devices can be linked to mobile phones and therefore the same policy applies.

## **CONSEQUENCES IF A YONDR POUCH IS DAMAGED OR LOST**

Students found to have damaged or lost their YONDR pouch may face the following consequences:

- Phone and YONDR pouch will be confiscated and the parent/carer will be notified.
- Formal caution to be suspend may be issued to the student for behaviour that causes damage to or the destruction or loss of property.
- The student will be required to make a payment replace school property before they may bring their phone to school.

## **CONSEQUENCES FOR NOT USING THE YONDR POUCH**

Students found to be using their mobile phone or associated devices in the classroom, on the playground or at any other point during the school day they will be directed to take it to the front office and may face the following consequences:

- The phone/associated device will be placed in the Student Office by the student at the direction of staff. The student can collect the phone at the end of the school day.
- Parents notified by supervising Deputy Principal for repeat occurrences.
- Formal caution to suspend and a one week phone suspension. This involves the student handing their phone into the office each morning for one week.
- The student may be suspended if this behaviour of concern continues.

After a student has been suspended from school the warning system will begin again.

## **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.

## **CONTACT BETWEEN STUDENTS, PARENTS AND CARERS**

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

- Approach the Front Office and ask for permission to use the school's phone during school breaks; or
- Ask Front Office staff for permission to unlock the phone, make a phone call and then lock YONDR Pouch again.

Should a parent or carer need to contact their child during school hours, they are expected to only contact their children via the Front Office. A message will then be sent to the student.

## **RESPONSIBILITIES AND OBLIGATIONS**

For students:

- Be safe, responsible and respectful users of mobile phones 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.

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 Department's 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.

## COMPLAINTS

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

PLEASE RETAIN THIS PROCEDURE FOR YOUR RECORDS

PLEASE COMPLETE AND RETURN THE SLIP BELOW TO THE FRONT OFFICE

.....

I acknowledge and understand the Elderslie High School Mobile Phone Student Use Procedure.

Student's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_