KINGSCLIFF HIGH SCHOOL
ACHIEVEMENT THROUGH ENDEAVOUR

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Mobile Phone Policy and Procedures
'YONDR' – Years 7-11

Purpose
The widespread ownership of mobile phones among young people requires that parents/carers, students, school administrators and teachers take steps to ensure that these phones are used responsibly at school, excursions, camps and extra-curricular activities. This Mobile Phone Policy and Procedures is designed to ensure that inappropriate access to mobile phones does not impact on learning time.

In Term 4 2023 the NSW Government introduced updates to the Digital Devices and Online Services for Students Policy, which resulted in Mobile Phones and associated devices being banned in NSW Public Schools.

Kingscliff High School already has an established policy and procedures for the acceptable use and possession of mobile phones during the school day through the use of the YONDR pouch system.

Scope
This policy provides a consistent framework for the use of mobile phones in the school environment, relating to both students and staff, through the use of the YONDR phone pouch system.

This policy covers the implementation of the YONDR system from when a student arrives at school through to 3:15pm.

This includes mobile phone access on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This policy identifies that mobile phones are not considered an appropriate educational device under the NSW Department of Education's BYOD policy.

Our School's Approach
Kingscliff High School does not consider mobile phones to be an appropriate digital learning device under the Department of Education'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. Kingscliff High School has a collection of Chromebook trolleys for use across the school.

Kingscliff High School utilises the YONDR phone pouch system. All students enrolled at Kingscliff 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.

Student Expectations
Once allocated a YONDR pouch, students will be expected to have their phone secured in their pouch as soon as they arrive at school 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 in the same manner 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. 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 may check that students have their phones locked in the YONDR pouch at the beginning of Roll Call each day.

Teachers will make other arrangements where in the past there may have been a need to use a phone for a learning task, for example filming a movement in Personal Development, Health and Physical Education (PDHPE). The School has access to banks of Chromebooks and iPads which can be used in these events.

On Wednesdays students who have permission to leave from external sport venues, for example walk home from surfing, will need to ensure that the Front Office has received their permission note to leave early and that they unlock their pouch at the Sport Roll Call 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. This decision by the school is supported by the Department of Education's Digital Devices and Online Services for Students Policy, and serves to encourage more positive interactions with students and staff in the playground.

Exemptions
No un-pouched device is permitted on school grounds during school hours unless part of a specific individual learning plan. Students in Inclusive Education 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.* Parents/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.

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 subject's specific teaching and learning as per the program for that subject.	• Individual Learning Plans that support the need for students to access their device for specific activity adjustments. • Program evidence to be provided to Head Teacher and relevant Deputy Principal. This would need to be an exceptional circumstance that the needs cannot be met by an iPad or Chromebook.

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.

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Staff Expectations

Staff are required 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.

Teachers coordinating activities may also need to use the camera function to document activities for InTouch, the School 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/carers, this is necessary. Similarly, if the school needs to contact a staff member or student, they need to be able to do so.

- **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.

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.

When a Phone is Sighted by Staff

Staff are to refer to the *Mobile Phone Procedure 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, staff will manage the incident as outlined in *Mobile Phone Procedure flowchart*.

Students who repeatedly bring an un-pouched phone, regardless of their willingness to hand the device over, will be placed on a warning of suspension and be required to hand their phone to the Deputy Principal as per the *Mobile Phone Procedure flowchart.*

Confiscated Phones

If a mobile phone is sent to the Deputy Principal, parents/carers may be contacted to discuss the incident and who the mobile phone is to be released to. Parents/Carers can elect to come in and collect the mobile phone, or have it returned to their child on the first occasion. Mobile phones may be required to be picked up by parents/carers if it is a repeat offense. Mobile phones will not be released to the students before 3:15pm, unless the student has permission to sign out before 3:15pm. Where contact cannot be made with the parents/carers the mobile phone will be released to the student no earlier than 3:15pm.

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 student's 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 Deputy Principal each morning where it will be kept as outlined above.

YONDR Inspections (Random Checks)

The relevant executive staff will select classes randomly and notify the Class Teacher of disruption before the lesson. The executive staff will come to the class and ask for all YONDR pouches to be placed on their table. Students whose phones are in YONDR pouches are thanked. Students who either do not have their pouch or claim to have left their mobile phone at home may be asked to participate in a bag search.

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 Front Office main reception and ask for permission to use the school's phone.

During school hours, parents/carers are expected to only contact their children via the school's Front Office. If parents/carers need to collect their child, the school's Front Office administration staff will send for the student to meet parents/carers 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.

For Parents/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's procedures, 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:
    - o Establishing agreed classroom expectations for using digital devices and online services, in line with this policy and departmental policy.
    - o Identifying strategies to ensure that all students are able to engage in classroom activities, including strategies to accommodate students without a digital device.
    - o Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
    - o 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 policies and 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 of Education and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
    - 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/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 of Education's policy, this policy 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 policy to the school community

Students will be informed and reminded about this policy through Year and Whole School Assemblies.

Parents/Carers will be advised via the parent portal and the school's website. This policy can be accessed electronically via the school's website and in hardcopy at the school's Front Office.

Complaints

If a student, parent or carer has a complaint under this policy, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the Department of Education's complaint handling process.

Review
The Principal or delegated staff will review this policy annually.

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Appendix 1: Key terms

Bring Your Own Device is an optional program where parents/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 [Digital Devices and Online Services for Students 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 Principal, Deputy 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, in appropriate 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.
    - Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
    - Understand that you and your parents/carers are responsible for any repairs or IT Support your personal devices might need.
    - Make sure the devices you bring to school have the latest software installed.
    - 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.
    - Only use online services in the ways agreed to with your Teacher.
    - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
    - 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.

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:
    - inappropriate, offensive or abusive;
    - upsetting or embarrassing to another person or group;
    - considered bullying;
    - private or confidential; and/or
    - a virus or other harmful software.
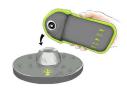
HOW YONDR WORKS

POUCH
As a student enters school, they place their phone in their assigned Yondr pouch.

SECURE
The pouch is closed and secured. Each student keeps their pouch throughout the day.

EXIT
When leaving school, the student taps their pouch to an unlocking base to release their phone.

FREQUENTLY ASKED QUESTIONS

What if I want to reach my child during the school day?
We want our students to be engaged in their learning. Please refrain from contacting your student during the school day unless it is an emergency. Contact the school's Front Office on 02 6674 9777 to reach your child.

Will my student's phone be safe?
Students are in possession of their phone, in their Yondr pouch, for the entire school day. We will advise students to store the pouch in their backpacks or on their desk in the classroom.

What if the Yondr pouch gets damaged?
The Yondr pouch is property of Kingscliff High School. If a student damages or tampers with a Yondr pouch, they will be held responsible. The student's phone will be confiscated by the school until a parent/carer comes to the school to pick up their child's phone and a replacement pouch may be assigned. The student will only be allowed to bring a phone back to school if they or their parent/carer pay a $10 fee to replace the damaged school property.

Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff.

How can I clean my student's Yondr pouch?
Yondr pouches can be washed in cold water for a short cycle and dried on a short cycle and/or air dried. Pouches can also be cleaned with a disinfectant cleaner.

Date of implementation: 3 August 2021
Updated: October 2023

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MOBILE PHONE USAGE AGREEMENT
'YONDR' – YEARS 7-11

Student Name: _____ **Year:** _____

I acknowledge that mobile phones are not used in a manner which disrupts learning, invades people's privacy or as a tool for harassment.

By signing this agreement I agree to:

- have my mobile phone (including earphones/ear buds) switched off and locked away in my YONDR pouch throughout the school day from arrival at school through to 3:15pm and kept out of sight during classroom lessons, during transition time between classes and during breaks.
- contact the school's Front Office or Deputy Principal if I need to call home for an emergency;
- accept the consequences if I fail to follow the guidelines outlined in this agreement; this can include suspension and confiscation of my phone;
- support the school's 'YONDR' Mobile Phone Policy – Years 7-11.

I agree <u>NOT</u> to:

- access my mobile phone throughout the school day;
- use my mobile phone in a way which will cause harm to others.

I understand that:

- it is my decision to bring a mobile phone to school and I am responsible for its safety, security and responsible use;
- school accepts no responsibility for lost, stolen or damaged mobile phones;
- misuse of my mobile phone will have consequences consistent with not following school rules, as outlined in the school's 'YONDR' Mobile Phone Policy – Years 7-11

_____

(Student Signature)

Date: ___ / ___ / ___

Updated: October 2023

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