Narrabri High School

Mobile Phone Policy 2021

Introduction

We have investigated a process to make our school a mobile phone-free space to improve teaching and learning.

The system is called YONDR and we will work with the facilitating company to achieve this goal.

YONDR pouches are used across the world in over 1,000 schools, as well as at concerts, comedy shows, businesses, camps, weddings, and special events of all kinds.

The goal of these spaces is to encourage people to engage with each other and their surroundings.

We believe that mobile phones have great utility. However, we have also found that learning and social behaviour improve drastically when students are fully engaged with their teachers and classmates, and not having the temptation of using their phones.

Scope

This procedure provides a consistent framework for the use of mobile phones at Narrabri High School (NHS), relating to both students and staff, using the YONDR phone pouch system.

This procedure covers the implementation of the YONDR system throughout the school day from 8.55am to 3.25pm. 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 procedure identifies that mobile phones are not considered an appropriate device under the Department of Education's (DoE) BYOD policy.

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Our approach

Narrabri High School (NHS) utilises the YONDR phone pouch system. All students enrolled at NHS will be allocated a YONDR pouch free of charge. If this is damaged or lost a replacement cost of $20 will be billed to parents/carers.

Student expectations

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 explained on pages 5 and 6. 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 (see flowchart page 9).

Students are expected to:
1. Unlock their pouch using one of the unlocking stations when they enter the school grounds
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 their pouch at one of the unlocking stations at the end of the day as student leaves

Students need to have their phones locked in their YONDR pouch by 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 PD/H/PE), the teacher will provide a portable unlocking station. At the conclusion of the learning activity, students are expected to return their phone to the pouch as set out above.

If students are leaving the school before the end of the school day and require their pouch to be unlocked, they will be able to unlock at the office.

The school has portable unlocking stations, therefore, for activities that are off-site, the students will be able to be dismissed at that location. This includes Wednesday sport activities. Where an extended off-site, or overnight excursion occurs, students will not be expected to have their phones in their pouch.

Students will not have access to their phones during break times. This decision by the school is supported by the DoE's *Student use of digital devices and online services policy* and serves to encourage more positive interactions with students and staff in the playground and increase physical activity.

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.

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.

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/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.

Learning-related examples

Specific exception	Documentation Needed
• 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 teaching program or syllabus for that subject.	• Individual Learning Plans that support the need for students to access their device and the specific activities adjustments. • Program evidence to be provided to the specific Head Teacher and relevant Deputy Principal.

Health and wellbeing-related example

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

Staff expectations

Staff should have their phones away during the school day, as much as possible. They are encouraged to use the YONDR pouch system if they wish.

Staff are expected to:

1. Deliver learning opportunities and maintain a safe and productive learning environment.
2. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment by following the un-pouched phone procedure flowchart.
3. Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.

Roll marking should take place using a desktop, laptop, or appropriate tablet.

Where mobile phones are required for a learning activity, teachers may use their phone to direct the activity. The teacher must have given prior notice to the appropriate Head Teacher / Deputy Principal and book one of the portable unlocking stations for the students. 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 ensure that students' phones are only out of pouches for the duration of the learning activity.

Staff coordinating extra-curricular activities may also need to use the camera function on their phones for school promotional photos etc.

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

Staff should always carry an un-pouched mobile phone with them for off-site activities (eg sport, excursions etc).

If a student has their phone sighted, they have not followed initial steps as per student expectations. In this instance staff are to refer immediately to the following un-pouched device procedure flowchart on page 9.

Un-pouched device procedure

1. If a student has their phone/device sighted, the teacher will send the student with a purple note to the office. The teacher will record this on Millennium.

2. The student needs to secure their device in their pouch and hand it to the office staff where it will be kept in the safe for the remainder of the day. If they do not have their pouch on them, the office staff will place a sticky note with the students name on it and place in the safe. The office staff will name and sign the back of the purple note, students return to class. Students can collect and unlock at 3:25pm.

3. If this instruction is not followed, staff need to contact their Head Teacher to enforce the above outlined in step two (2). Where a Head Teacher is required to manage student behaviour, that student will receive playground isolation for the next two lunch/recess breaks. Teacher records on Millennium.

4. 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 Deputy Principal will contact the parents and issue a pre-suspension warning. The phone will go in the safe and the parents will be required to collect the phone from the office.

5. Students who refuse Deputy Principal instructions will be referred to the Principal where the student may be suspended or placed on SCAPP depending on student's compliance. Parents/carers will be contacted.

Students who have repeated breaches of having their device un-pouched, regardless of their willingness to hand the device over, will have the consequences outlined in step four (4).

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 un-pouched procedure outlined above.

Students are required to pay a fee of $20 for the replacement of the damaged or lost pouch.

The school will keep a minimum number of reserve/replacement pouches; therefore, it is imperative that they take great care with the original one they are issued (free of charge).

CHECKING FOR POUCH TAMPERING:

Inspect the body of the pouch for any signs of cuts or tears. Carefully inspect the open pouch flaps.

Visible pencil and/or pen markings on the inner flaps of the Yondr Pouch indicate a student has repeatedly tried to pry open.

CHECKING FOR POUCH BREAKAGE:

Close the pouch and test the locking mechanism by pulling the closed flaps with a medium amount of force. If the pouch opens without the unlocking base, it is permanently broken and should be discarded.

(1) An abnormal pin alignment indicates a student has tried to bend or obstruct the pin.

(2) A significant gap between the closed pouch flaps indicates a student has tried to pry the pouch open once locked.

1.   2.

Random pouch checks

From time to time, students may be asked to show that they are following the student expectations and looking after their pouches. They will need to show the requesting teacher that their phone is correctly secured in their pouch and that their pouch is in good working order.

Failure to comply with these instructions will be regarded as disobedience with appropriate, disciplinary consequences. Damaged / broken pouches will require the purchase of a new pouch. Step two (2) of the Un-pouched phone procedure will be followed.

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 administration office or their year advisor and ask for permission to call a parent/carer
- During school hours, parents and carers are expected to only contact their children via the school office (67921633).
- If parents/carers need to collect their child/ward, we will make an announcement for them to come to the office.

Responsibilities and obligations

All stakeholders of Narrabri High School have a shared responsibility to support students to use digital devices and online services in safe, responsible, and respectful way.

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:

- Be safe 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 2018 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.
  – 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, & 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.

(Source: Department of Education - Student use of digital devices and online services policy)

Communication

Students will be informed about this procedure through year meetings and specific YONDR sessions.

Parents and carers will be advised via the school newsletter, Facebook and P&C Meetings. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Parents and students will also be given an YONDR introduction letter and a list of Frequently Asked Questions (FAQ).

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 <u>guide for students/ parents/ carers about making a complaint about our schools</u>.

Review

The principal and/or delegated staff will review this procedure annually.

(Updated November 11, 2021)