



**Woodville
High School**

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Mobile Phones

Policy and Procedures

Date Approved: **March 2023**

Review Date: **March 2024**

Our Woodville.

Mobile Phones

Policy and Procedures

Purpose

It is our State Government's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

This policy is supported by our School Behaviour Support Policy which is informed by restorative practices, and our school Anti-Bullying Policy and our school ICT User Agreement.

Our school Core Values and Graduate Habits underpin this policy that applies while students are at school, or attending authorised school activities such as excursions, performances, and overnight camps. Along with all other electronic devices, mobile phones in the classroom must not detract from the teacher's right to teach and the student's right to learn. For the purposes of this policy, personal devices include mobile phones and any other digital devices with the capability of connecting to telecommunication and/or internet networks, such as smartwatches. The policy does not apply to any school-owned technologies or learning devices that are approved to be brought to school under a separate local Bring Your Own Device (BYOD) Policy.

This Policy:

- Provides direction to students, staff, and families about managing personal mobile phones and other digital devices that students choose to bring to school in line with our State Government's mobile phone in schools ban (2023)
- Requires students in all Government schools to keep their personal devices, including mobile phones, off and away between the start and end of each school day and while attending authorised school activities off site
- Outlines the circumstances where students may be given an exemption to use their personal device during the school day for a specific, agreed purpose.

Aim: To promote:

- No mobile phone use in our school as a distraction in the classroom
- Safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- Classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- Use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers
- Transparent and consistent responses to incidents of mobile phone misuse.

Underlying principles and expectations:

- It is compulsory for all Government schools to follow this Department Statewide Policy
- All students are required to keep their personal devices 'off and away' between the start and end of each school day and while they are attending authorised school activities off-site, such as camps and excursions
- Students may only access their personal devices during these times if they have received an approved exemption from our Principal
- Mobile phones are to be placed in the school provided Yondr Pouch at the beginning of the school day and are not to be accessed during the whole school day unless specifically sanctioned by the teacher as part of their curriculum and required for a lesson (Please see Appendix 2.)
- Mobile phones are brought to school at the owner's risk, however we will investigate any issues regarding the security of mobile phones left in a locked locker.

Roles and Responsibilities

Executive Team

Our Executive Team will regularly and strategically manage the awareness about our school's expectations of mobile phone use through:

- The enrolment and induction process for Woodville High School includes explaining our School Policies as they relate to mobile phones to new enrolling students and families
- Placing information in the staff and student handbooks, newsletters, staff and student bulletins, and highlighting expectations at staff meetings, parent meetings and student assemblies about the use of mobile phones at school
- Ensuring that the Pathways curriculum covers key aspects of identification, eliminating, managing and coping with mobile phone misuse including the taking of unwanted photographs and video, Cyber Bullying and Harassment
- Refer incidences of ongoing and extreme inappropriate use of a mobile phone to Law Enforcement and/or other agencies if appropriate
- Executive members and/or House Leaders involved in investigating inappropriate phone use record warnings in EMS and pass on relevant information to the caregivers.

Subject Teachers and Home Group/Mentor Teachers:

- Be aware of the underlying principles of this policy and act to create a supportive teaching and learning environment which explicitly teaches the appropriate classroom use of mobile phones
- Ensure students keep their mobile phones in their Yondr Pouches once in the classroom, unless specifically asked by the subject teacher to use them as part of their learning
- A teacher may, after consultation and approval from their Learning Area Leader, unlock student mobile devices to be used in a lesson for curriculum purposes. During these lessons the mobile phone must only be used for the purpose as outlined by the teacher
- Any misuse of mobile phones is communicated to caregivers and reported to House Leaders for follow up as per the process outlined in this policy.

Parents/Caregivers:

- Woodville High School requests that caregivers support this policy by talking to their children about the change to policy and how it may impact their child
- Inform the school of any incidents of mobile phone misuse
- At enrolment carefully read and sign the ICT Code of Conduct
- Electronic devices must never be stored in a locker without a lock
- Be supportive and vigilant in monitoring student ICT usage outside of school
- Engage in self-education of safe technology use via relevant Government websites (i.e. www.cybersmart.gov.au) and/or www.woodville.sa.edu.au
- Any urgent messages that caregivers want to pass on to students during the school day can be done through our front office on 8445 9833.

Students:

- Mobile devices must be locked in their Yondr Pouch once students arrive at school and it is preferable that phones are stored in lockers with a lock
- Students must closely read the school's ICT Code of Conduct which they sign at enrolment and adhere to this agreement at all times
- Mobile devices are only to be visible in a classroom if sanctioned by the subject teacher for educational purposes
- Report any misuse of a mobile phone at school including photographing, videoing and cyber bullying and harassment and act when they observe others being bullied and be aware that inaction is a form of Cyberbullying which will result in consequences.

Mobile Phone Process for Students:

As students enter our Woodville High School grounds they will:

- Turn their phone off
- Unlock their empty Yondr Pouch using an Unlocking Base at the School/Building Entrance(s)
- Place their phone inside the pouch, securely close it and store in their bag in their locked Locker/on person
- 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 Finance/First Aid as they sign in.

As students exit the school grounds they will:

- Unlock their pouch using an Unlocking Station located at all exits from the school (see map at Appendix 2)
- Remove their phone from their pouch
- Securely close their empty pouch and place it in their bag for the next day.

Exemptions:

Exemption based on the grounds outlined below must be in writing to the Principal who will decide on a case-by-case basis. Please contact the school if you need to request an exemption due to exceptional circumstances. If approved, the exemption will be recorded in our EMS system and the student's file or health care/learning plan as appropriate.

Exemptions for Exceptional Circumstances.

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition. These requests must have a medical supporting evidence from a Medical Health Professional
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances and wellbeing challenges that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please be advised that students with approved exemptions are still required to lock their phone in their Yondr pouch at the beginning of each school day and will not be able to open their phone pouches during a lesson in our classrooms. Depending on the nature of the exemption, students will go to Finance/First Aid or our Wellbeing Hub if phone access is required.

An individual plan for exemptions will be developed on a case-by-case basis with our House Leaders, First Aid Officers and/or Wellbeing Leaders.

Please refer to the Exemption Flowchart attached at Appendix 3.

Inappropriate Conduct









Inappropriate Conduct by Students:

Each of these following student actions below will result in the student's device/phone and/or pouch being sent to our Wellbeing Hub to be collected at the end of the day. Parent/Caregivers will be contacted by House Leaders to discuss the student's refusal to follow our Mobile Phone Policy guidelines

- Physical damage to the pouch in an attempt to circumvent its intended purpose
- Forgetting or losing the pouch – phone will be turned in to our Wellbeing Hub to be collected at the end of the day
- Using their phone during school hours
- Other devices, such as laptops, 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.

School Response to Mobile Phone Non-Compliance 2023:

If non-compliance re mobile devices is ongoing from a student, as a last resort, it may be necessary for our school to consider responses to non-compliance in line with the suspension, exclusion, and expulsion procedures.

1st Warning Recorded on EMS (Students complies with staff request)				
Student is inappropriately using mobile phone in the classroom or yard.		Student is given 1 opportunity to lock their phone in their Yondr Pouch.	 Recorded by Classroom Teacher in EMS	Student complies and no further action is required
Student Refusal 1st Incident				
Student Refuses to put phone away in Yondr Pouch.	 Student is sent to Wellbeing Hub.	Student to hand their phone to the Wellbeing Hub for the rest of the school day. Parent/Caregiver notified.	 Recorded by House Leader in EMS.	Collected by student at the end of the school day. Parent/Caregiver notified.
Student Refusal 2nd Incident				
Student is inappropriately using phone in the classroom or school yard.	 Student asked to take their phone to the Wellbeing Hub.	Student to hand phone in to the Wellbeing Hub for the rest of the school day.	 Recorded by House Leader in EMS.	Parent/Caregiver meeting to occur with House Leader. Family is informed that further student refusal will lead to suspension.
Further non-compliance.		Student suspended.	 Recorded in EMS and discussion with our District Behaviour Coach.	Further non-compliance or refusal to submit phone will lead to suspension and further behaviour consequences which may include exclusion.

Appendix 1

Consequences for serious misuse of a mobile phone:

In cases of breaches of ICT Code of Conduct, including Cyber Bullying and eCrime, students may have their school technology rights reviewed. This will be conducted in line with the DfE Cybersafety Keeping Children safe in a Connected World guideline.

In instances requiring further support, an agreement of behaviour is written and signed by each student, stating the behaviours that each wants the other to stop.

Legal aspects:

Staff, students, or parents/caregivers might regard an offence as warranting police involvement. A police report must be made by the parents/caregivers attending a police station for this purpose. In these circumstances, a student may be suspended in addition to pending police action, to maintain the wellbeing of the victim and the good order in the school, in line with SBM procedures and Department for Education standards.

Cyberbullying and e-Crime are illegal; the school may involve police support if appropriate. Parents are encouraged to report Cyber Bullying of their son/daughter to the police.

Record keeping:

- Records are to be kept in EMS recording date and lesson of the student's refusal to place their mobile phone in the holder.
- Written records of restorative meeting are recorded in EMS with clear goals recorded for the student.
- Ongoing deliberate refusal to put mobile phones in holders may lead to suspensions in this case Executive or House Leaders are to document the incident in EMS detailing the offence as "student interfered with teaching".

Appendix 2

Yondr Pouch Information

Students will be given their first pouch free of charge, and we will ensure there are a sufficient number of docking stations in our school grounds for the unlocking of pouches at the end of the school day.

Yondr is currently used globally in over 2000 schools as well as at concerts, comedy shows, weddings and special events of all kinds. The goal of mobile devices not being accessible during our school breaks to encourage students to engage with each other and their surroundings.

The Yondr Program employs a simple, lockable pouch that stores a mobile phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school each morning. They will maintain possession of their phones and will not use them until they are unlocked at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

How Yondr Works



POUCH

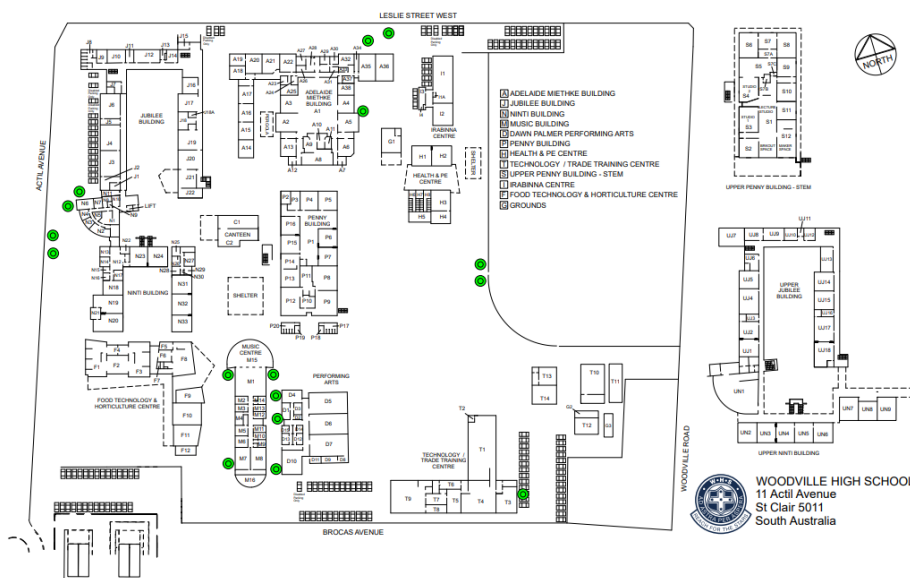
Students must turn their phones off. Students will unlock their personally allocated pouch at the contact stations located at the entrance areas of Woodville High School

SECURE

Place the mobile phone in the pouch and close. Mobile phone will remain locked in pouch and in the student's possession for the day or preferably in the student's locker with a secure lock

EXIT

Students tap contact station as they exit the school to unlock and access mobile phone



 Yondr Stations

Map Version 3.0

Appendix 3

Mobile Phone Exemption Flowchart

