

Mobile Phone Policy

Cootamundra High School | June 2022



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1.0 General Guidelines

- If students bring personal devices to school (including mobile phones, laptops and iPads), they do so at their own risk. Students should keep these items safe at all times. The school will NOT be responsible for the loss or damage of these items.
- Mobile phones are to be kept in the student's allocated Yondr pouch while on school premises. Failure to do so may result in disciplinary action being taken and/or the mobile phone being surrendered at the office and/or banned from coming to school.
- Students must not use personal devices to threaten, bully, intimidate or otherwise harass other people through any voice, SMS or text message, photographic, video or other data transfer system available on the phone or for any illegal activity. Such activities that occur during or outside school hours may incur disciplinary action through the school's wellbeing policy and the police may be informed.
- Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography and the student's device has been unlocked from the Yondr pouch by a teacher for a specific purpose. Students who use any type of camera to record a dangerous activity or fight or to invade the privacy of others by taking images without consent will incur disciplinary action and the police may be informed.
- Mobile electronic devices are not to be taken into examination rooms or assessment tasks under any circumstances. Failure to comply may result in the cancellation of the examination or the assessment task for the student(s) involved.

2.0 Mobile Phones and Yondr

At the beginning of the school year, every student will be assigned a personal Yondr Pouch with their name, similar to being assigned a textbook. While the Yondr Pouch is considered school property, the student will take the pouch home with them and it is each student's responsibility to bring their pouch with them to school every day.

2.1 The Yondr Process

2.1.1 School Entrance (*beginning of the school day*)

As students enter the school, they will:

- Turn their mobile phone off.
- Unlock their empty Yondr Pouch using an Unlocking Base.
- Place their mobile phone inside the pouch, securely close it and store in their backpack.

Each student will maintain possession of their mobile phone secured inside their Yondr Pouch for the duration of the school day. Late students will complete this process at the Office as they sign in prior to moving to class.

2.1.2 School Exit (*end of the school day*)

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

- Unlock their pouch using an Unlocking Base
- Remove their mobile phone from their pouch.
- Securely close their empty pouch and place it in their backpack ready for the next school day.

2.2 Leaving school prior to the normal end of the school day

In the event that a student needs to leave school prior to the end of the school day they will unlock their pouch as they exit the school after signing out at the office.

2.3 School actions for non-compliance

Below is a list of potential student violations. Each of these violations may result in the student's phone and/or pouch being surrendered to the school.

- Physical damage to the pouch in an attempt to circumvent its intended purpose. (For example cutting or unpicking the fabric, bending pin or stripping the lock inside the pouch)
- Over-riding the security mechanism of the pouch to gain access to the phone by any means.
- Using their phone during school hours.
- Use of voice activation for a phone that is in a pouch but not turned off.
- Use of earbuds, earphones, Smartwatches etc linked to a phone that is in a pouch but not turned off.
- Inappropriate or offensive writing or drawings on pouches.

Breeches that result in a damaged or inoperable pouch will incur a \$20 replacement fee.

If a student's mobile phone is surrendered, it will be safely secured by the school. Parents/carers will be contacted and will need to attend the school to take the mobile phone home.

2.4 Disciplinary Action

Appropriate disciplinary action in line with the NSW Department of Education's Suspension and Expulsion Policy will apply. Additionally, the following may occur:

- The student's mobile phone and/or pouch may be surrendered.
- Student's parent/carers will be requested to attend the school to pick up their child's mobile phone and/or a replacement pouch.
- The student may be banned from bringing a mobile phone to school.

Continued non-compliance with Cootamundra High School's Mobile Phone Policy may lead to a warning of suspension and/or suspension from school.

In the event that the Yondr Pouch is deliberately damaged, the child will only be allowed to bring a mobile phone back to school if they or their parent/carer pay a fee of \$20.00 to replace the damaged Yondr Pouch and agree to follow the Phone Policy.

2.5 Emergency Contact

If a parent/carer needs to contact a student at, they are required to call the school's main office and a written message will be sent immediately to the student.

If a student needs to make emergency contact with a parent/carer they can do so through the school's main office of the Deputy Principal.

Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or Deputy Principal will direct them to a phone.

2.6 Excursions

Student access to mobile phones whilst on excursions will be decided on a case by case basis by the organising teacher. Parents will be informed regarding this via the excursion permission note.

2.7 Individual Class Use

Staff will have the ability to unlock pouches for specific learning related activities, for example in the elective Photographic and Digital Media, to use the phone's camera. At the end of the activity phones will be returned to pouches and relocked for the remainder of the school day.

3.0 Exemptions

A small number of students will be exempt from having to use a Yondr Pouch for all or part of the day, however these students will be required to keep their phone out of view and on silent at all times. Students who may seek exemptions include:

- Students who use a mobile phone in managing a medical condition such as diabetes.
- Students with an Educational Support Plan that specifies the use of a mobile phone in class is required in supporting the students learning. Parents/carers may be requested for medical evidence to support this request as part of the planning cycle for the student.

An exemption to support a significant issue generally around a student's safety or supporting an ill parent or carer for a period of time, where contact is extremely necessary, may be granted in consultation with the Deputy Principal or Principal.

Students who have an exemption will be provided with an exemption pass that must be carried at all times by the student. It is the student's responsibility to provide the pass to staff when requested. The exemption is normally for an agreed period of time and will be re-evaluated upon consultation with the student and parent / carer.