



KEMPSEY HIGH SCHOOL STUDENT PHONE POLICY & GUIDELINES

Rationale

If used effectively, mobile digital devices can be an effective tool for learning. However, an abundance of research has emerged in recent years which suggests that unmonitored mobile digital device use has a significant negative impact on students. A reduction in engagement with learning in the classroom, and behaviour problems related to mobile digital device use have prompted a reflection on school procedures. In light of this, Kempsey High School is updating our 'Phone No, Phone Go' phone procedures, to 'Off and Away All Day'.

Normal operating procedures

Phones are not to be used during school hours of 8:00am – 3:30pm.

Every student will be assigned a personal Yondr Pouch, 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. Student Yondr pouches should be closed and locked at all times except when adding or removing their mobile digital device at the beginning and end of the school day.

Daily Process

As students **Arrive to School**, they will:

- 1) Turn their phone off.
- 2) Open their Yondr Pouch by tapping against the Unlocking Bases. The unlocking bases are located inside the front gate and in the front office for late arrivals and those who leave early.
- 3) Place their phone inside the Pouch and secure it in front of school staff.
- 4) Store it in their backpack for the day. It is an expectation that all students come prepared to school with a backpack/bag.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones in the Front Office after signing in.

Violations

Pouch Damage / Lost Pouch

Examples of damage:

Signs of force to black button on flap

- Ripped
- Cut
- Torn
- Pen/pencil marks
- Bent/cut pin





Forgotten Pouch

If a student forgets their Pouch, their phone will be collected and Admin will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal. If a student consistently forgets their pouch, it is considered lost and families will be required to pay \$10.00 to the front office for a replacement pouch.

When a mobile digital device is sighted by staff

When a student chooses to disobey this behaviour expectation and are witnessed by a teacher to have a mobile digital device and/or earphone that has not been secured in a pouch during school hours, the following consequences will be enacted:

1. The teacher will send the student with their mobile digital device to the Deputy Principal to have it placed in a Yondr pouch. The teacher will then generate a phone incident in Millennium.
2. The student will be handed a receipt from the Deputy Principal to say their mobile digital device has been handed in.
3. The Deputy Principal will review the Phone Incident in Millennium and;
 - a. Phone + Pouch + Headphones will be confiscated and parent/guardian will be notified immediately.
 - b. Student's parent/guardian will be invited to the school to pick up their child's phone and a suspension warning will be issued.
 - c. If damaged - a replacement pouch may be assigned. The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$10 fee to replace the damaged school property.
4. If a student refuses to take the mobile digital device to the Deputy Principal, teachers should send a separate student to a Head Teacher, Deputy Principal and finally Principal for assistance, if required. At the discretion of the Principal, this action may result in an official caution or suspension for continued disobedience.

What happens to mobile digital devices handed to the Deputy Principal?

Mobile digital devices are considered the property of the student/parents/carers and are placed in a Yondr pouch in a secure section in the Deputy Principal's Office. Parents will be able to collect the phone at a negotiated time with the school.

New enrolments / Signing out

Once a student's enrolment is confirmed, they will be assigned a Yondr pouch on their first day. The Yondr pouch will remain the property of the school, therefore, students signing out or transferring to another school will be asked to return their Yondr pouch.



Sport (off-site)

Mobile digital devices should remain locked in the pouches during sport time.

Students arriving late or leaving school prior to the end of the school day

Students who arrive late to school will access the unlocking station at the front office, turn their mobile digital device off and place it in the Yondr pouch prior to signing in at the attendance window. Students who need to attend appointments or are signed out by parents/carers will be able to access an unlocking device at the front office as they leave the school grounds.

Break Times

Mobile digital devices are to remain locked at all times when students are on the school grounds. When a teacher sees a student's mobile digital device during break times or when moving between classes, the teacher will be expected to follow the procedures outlined on the previous page under *'When a mobile digital device is sighted by staff'*.

Bus duty

When leaving school in the afternoon, students will be able to unlock their mobile digital device via the designated school exit points.

Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their mobile digital device to school until they have organised a replacement pouch. If a student's mobile digital device is sighted, the procedure outlined previously will be followed. Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch. The school will keep a float of reserve pouches.

Students who need their mobile digital device before or after school but have damaged or lost their pouch must hand the mobile digital device to the Deputy Principal each morning, where it will be kept in a secure location according to the procedures outlined previously.

Teaching using BYOD

Kempsey High School does not recognise Mobile Digital Devices as a learning tool. The school has access to a large number of technological learning devices such as laptops and desktop computers. Teachers are encouraged to book these resources to support teaching and learning.



Yondr Inspections

At various times during the year, all students' Yondr pouches will be inspected to ensure they are still fully functional. It is the student/parent/carers' responsibility to replace the pouch if it is damaged at a cost of \$10 per pouch.