

Student Mobile Phone Guidelines (Years 7-12)

The Heights School has chosen to support the successful implementation of The Department's mobile phone policy through the provision and use of Yondr Pouches.



Purpose

The Heights School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

Mobile phones are not to be used during school hours. On the first day of Term 3 2023, every student will be assigned a personal Yondr Pouch with an ID Number, 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.

Processes: Distribution of Yondr Pouches

- **Day 1, July 24th 2023:** During Homegroup/Lesson 1, each student will be given one Yondr Pouch that will be pre-labelled with a unique Yondr Pouch ID number. The student will sign to acknowledge receipt of their pouch. An information session will be held to explain how the pouch works, the behaviour expectations relating to mobile phones (and SIM enabled watches) and school expectations relating to the use of the Yondr pouch. Students will be expected to have their phone (and SIM enabled watch) **'off and locked'** prior to the start of normal lessons on this day.
- **Students who are not at school on July 24th** must report directly to Student Services on the first day they return to school after this date. Students will be issued with their Yondr Pouch and must have their phone **'off and locked'** in the Yondr Pouch before going to their first lesson.
- **New students to The Heights School** (Years 7-12) will be provided with a Yondr Pouch on their first day at school.

Processes: Start and end of each school day after July 24th 2023

Each student's phone (and SIM enabled watch) must remain inside their Yondr Pouch for the duration of the school day, including recess and lunchtime.

Arrival at school

- 1) As students enter the school grounds, they must turn their **phone off**.
- 2) Students **place their phone (and SIM enabled watch) inside the Yondr Pouch and lock the pouch**. If the pouch is locked without the phone inside, students will need to open the pouch using one of the unlocking bases located at the entry/exit points to the school grounds.
- 3) Students can choose to place their locked Yondr Pouch in their locker or carry with them for the day.

If students are late to school: Students must complete this process at student services when they sign-in, before attending class.

Leaving school

- 1) As students leave school for the day, they will unlock their pouch using one of the unlocking bases located at the entry/exit points to the school grounds.
- 2) Students will remove their phone from their pouch and close the pouch without locking it, so that it is ready for use the following day. Should the pouch become locked overnight, there will be several unlocking stations available when students enter the school grounds.

If students leave school before the end of the school day, they will unlock their pouch at Student Services when they sign-out.

Unlocking stations

There will be 12 'locked box' unlocking stations, fixed to locations near to the entrance and exit points to the school grounds. Given the ease of the unlocking process this number of unlocking stations is expected to allow for ample flow of students at the end of the school day. The number and location of stations will be monitored for effectiveness during the first few weeks of implementation and reviewed appropriately.

The 'locked-box' unlocking stations will be open between 8:15am and 9am, and once again between 3pm and 3:45pm.

Exemptions

Use of mobile phones will be permitted if a student requires a digital device or online service for medical reasons or for other adjustments made as part of their individual education plan.

Exemptions may be considered in other circumstances. Parents and 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.

Students with exemptions:

- will be provided with a velcro-fastening Yondr pouch rather than a pouch that requires an unlocking station to be opened
- will only be allowed access to their mobile phone in a designated location and at designated times, unless in a medical emergency
- will be flagged on Daymap as having exemption.

Students and parents understand that phones must remain 'OFF and LOCKED' unless required for reasons outlined as part of the exemption.

Mobile Phone Behaviour Policy

All staff will support students to be successful in following the statewide and school-based expectations of the Mobile Phone Policy. The Heights School implementation of Yondr pouches is one significant aspect to our commitment to supporting students to be successful. Expectations will be clearly communicated to students through assemblies, discussions in Homegroup and posters. If students have their phone turned on and/or out of their Yondr pouch during the school day, this will be recorded as a behaviour record. If students follow staff instructions to turn the phone OFF and LOCK it in their Yondr pouch, the first offence will lead to an email being sent home to inform parents/caregivers of the incident. Subsequent offences will result in suspension from school. If a student refuses to comply with the staff request to turn the phone OFF and LOCK it in their Yondr pouch, the broader school behaviour policy will be followed. This would result in suspension for failure to follow staff instructions in relation to a school policy.

Lost, damaged or unreturned pouches

All students will be provided with one Yondr pouch. The pouch is designed to a specification to facilitate use throughout Years 7-12. There will be a charge of \$15 for a lost or damaged pouch. Students at The Heights School must have a Yondr pouch at all times. Alternative pouches are not permitted.

The Yondr pouch remains the property of The Heights School. When a student leaves The Heights School they are expected to return the used pouch. Failure to return the pouch will incur a charge of \$15.

Contact between students and parents/carers during the school day

- Should a student need to make a call during the school day, they must go to Student Services 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 office. A message will then be sent to student.

Working with parents/caregivers

The Heights School respectfully ask that parents/caregivers:

- 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 mobile phone policy and procedures, including its approach to resolving issues.

Staff

All staff at The Heights School will:

- be aware of the department's policy and The Heights School expectations and procedures relating to Mobile Phone Policy
- support students to understand and be successful in the implementation of the Mobile Phone Policy.
- model appropriate use of digital devices and online services in line with departmental policy
- respond to and report any inappropriate use of mobile phones (and smartwatches)
- respond to and report any damage to Yondr pouches, including inappropriate personalisation of pouches

Students

Students will be informed about the Mobile Phone Policy and procedure through:

- the SRC marketing campaign
- Year Level Assemblies
- Homegroup information sessions

Complaints

If a student, parent/caregiver 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 [guide for students/ parents/ carers about making a complaint about our schools.](#)

Review

The principal or delegated staff will review this procedure annually.