



Mobile Phone & Wearable Devices Policy & Procedure

Mobile Phone and wearable devices IMPLEMENTATION

To be read in conjunction with Mobile Phone Policy and Procedures 2022

1. Unlocking stations will be at Woniora Rd Gates and the Student Covered Courtyard, West St Gates, Forster St Gate and at the Community School Office Entrance Gate. An additional unlocking station will be in the front Student Administration office.
2. Students are required to switch off their mobile phones and wearable devices, including ear pods in the YONDR pouch on arrival. This includes Smart Watches if they are used as a communication device.
3. The mobile phone and wearable device is to remain in the pouch during school hours.
4. Access to unlocking stations is before and after school only.
5. Teachers who require students to use their phone during a lesson (Kahoot etc.) will book a mobile unlocking station before their lesson. Teachers will be responsible for ensuring phones are replaced in the pouches at the end of their lesson and returning the unlocking station. DO NOT give the unlocking station to students to return.
6. Students travelling to excursions or external sporting fixtures will unlock their pouches once they return to school. If they are being dismissed off site or if their Phone needs to be unlocked whilst on the excursion staff will take with them a mobile unlocking device.

EMERGENCY & EVACUATION

Mobile unlocking stations will be taken to the evacuation point in the event of an evacuation. Senior Executive & Administration staff will manage this.

YONDR INSPECTIONS

At regular times throughout the year, Assembly lessons will be utilised to inspect pouches to ensure they are functional. (Responsible)

Pouches that are wilfully damaged will be removed and the student billed for a new pouch.

Q&A

Q: A student is observed using their phone or wearable device in class, what do I do?

A: Ask the student to take their phone up to the front office. If they refuse ask Ht or Exec to intervene if possible - If not, inform them as soon as you can. Your HT will phone the parent and notify the senior executive. You can continue with the lesson. If a student is rude and offensive send another student to request HT assistance.



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Q: The student is using their phone or wearable device on the playground, what do I do?

A: Ask the student to take their phone or device to the Student Administration office. If the student refuses, inform the student they are in breach of the school's behaviour code and notify the HT on Rover.

Q: The student's phone is in the pouch and it rings, what should I do?

A: Ask the student to take their pouch to the Student Administration office where they will leave their phone for the day.

Q: The student has damaged the pouch and can access their phone or device, what should I do?

A: Ask the student to take their pouch and their device to the front office and report to a Deputy. If they refuse please follow steps outlined above.


Q: What happens if a student refuses to comply with the process?

A: Senior executive will meet with parents and a system where the student hands in their phone every morning will be followed.


Q: What happens if the student is seen with a second phone?

A: Ask the student to take the device to the office to hand in. If the student refuses inform the student they are in breach of the school's behaviour code and direct them to take their phone to the Student Administration office. Notify the HT at the end of the lesson, note on Sentral. Continue your lesson. If the student is rude or offensive, student will be issued a FORMAL CAUTION and placed in the Reflection Room. DPs will notify parents/carers.


PHONE FREE SCHOOL



Turn your phone off.



Tap your Pouch against the Unlocking Base to open.



Place phone in Pouch.

Place the Pouch in your backpack. Out of sight, out of mind.

