



Seven Hills High School

Mobile Phone Policy

Implementation Date: October 2023

Review Date: October 2024

Rationale

Seven Hills High School is committed to improving teaching and learning by making our school a mobile phone-free learning environment. This policy seeks to ensure that the learning environment at Seven Hills High School is one that recognises the right for students to learn and teachers to teach without interference or distractions from personal electronic devices. Some examples of personal electronic devices include mobile phone, smart watch, AirPods, iPad, iPod, tablets.

This policy is based on advice provided to Seven Hills High School by the Department of Education Legal Branch. More extensive information about the Department of Education's Use of Digital Devices and Online Services Policy can be found at the following address: <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285776>

Yondr Pouch Daily Procedures

Every student who enrolls at Seven Hills High School will be assigned their own personal Yondr Pouch at no cost to the student. It is each student's responsibility to bring their pouch to school each day so they can securely store their mobile phone. The Yondr Pouch is compulsory for all students, from Years 7-12.

School Entrance - as students enter the school, they will:

1. Turn off their phone or set it to flight mode.
2. If the pouch is not already unlocked, use one of the unlocking bases around the school to unlock.
3. Place the phone inside the pouch, securely close it and store in their backpack.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day. Students arriving late will go through this process in the front office as they sign in.

School Exit - as students exit the school at the end of the school day, they will:

1. Unlock their pouch using one of the unlocking bases.
2. Remove phone from the pouch.
3. Place the pouch in their backpack ready for the next day.

Parents/Carers are required to call the school on 9624 3329 for all communication purposes. Urgent messages will be delivered to students. Similarly, a student who needs to contact home can seek permission from a Deputy Principal or the Principal to use a school phone or to unlock their pouch using the unlocking base in the front office.

General Expectations regarding Mobile Phones and Yondr

Seven Hills High School staff prefer that students do not bring personal electronic devices to school including mobile phones, headphones, AirPods and smart watches. If a student does choose to bring such devices, it is important to note:

- It is a clear expectation that all students use the Yondr locking/unlocking base to enclose their phone upon entry to the school.

- The Yondr locking/unlocking bases are located near school entry gates in and out of bounds area. Any student who is found near the locking/unlocking stations will receive an automatic reflection for being out of bounds.
- Students who are signing out of school early will be reminded to use the office unlocking station as they sign out.
- The school accepts no responsibility for any devices that are brought to school and undertakes no responsibility to investigate their misplacement, loss, or theft. Students are reminded that their phone and the Yondr pouch is their responsibility at all times.
- If a phone rings in a learning space whilst in a Yondr Pouch, teachers will request the student attend the office for the Yondr pouch to be unlocked, the phone to be turned off and replaced in the pouch. In the first instance this will be recorded on Sentral as information and notified to a Deputy Principal. Subsequent failure to follow the outlined entry to the school procedures (i.e. turn off/put the phone on silent before placing it in the pouch) will be recorded as a negative entry and a reflection will be issued.
- For excursions and other extra-curricular activities, the use of personal electronic devices is discouraged, however, there may be times when it is optimal for students to have access to their phones due to walking home from a venue and so on. Therefore, use of phones on an excursion will be at the discretion of the teacher in charge in consultation with the supervising Head Teacher. This includes using phones on buses travelling to and from venues.
- It is expected that students will follow ROAD expectations and be respectful if and/or when their phones are confiscated or placed in a Yondr pouch. Any student who responds disrespectfully or defiantly to this reasonable request will be followed up with appropriate disciplinary action from an executive member of the school staff. (As outlined in the flowchart).
- Students who forget to bring their Yondr pouch to school will have to submit their phone to the supervising Deputy Principal for the duration of the day. This will be entered on Sentral under information as an equipment breach. Subsequent Yondr equipment breaches will be recorded as negatives and students will be placed on a reflection by the supervising Deputy Principal.
- Students who intentionally damage/destroy the Yondr pouch as determined by school and Yondr personnel must purchase a new pouch at a cost of \$20. Intentional damage will also result in a lunchtime reflection and a formal caution of suspension.
- Students who lose their Yondr pouch must purchase a replacement pouch at a cost of \$20.

Students and parents/carers are reminded that it is a criminal offence to use a Personal Electronic Device to menace, harass or offend another person and almost all calls, messages and emails can be traced. Students are reminded that certain anti-social behaviours outside of school may still be treated as a school related matter. Personal electronic devices must not be used to take photographs, videos or voice recordings of other students or teachers. Unauthorised photography and voice recording from Personal Electronic Devices will be treated as a serious violation of our shared rights and appropriate sanctions and restitution will apply.

Allowances for Students with Learning Requirements

Students that require their mobile phones for either medical purposes, learning adjustments or wellbeing needs may be issued allowances for use of their device. These situations will be discussed with the relevant parties including the Wellbeing Team, the Learning and Support Team, students, and their families. These allowances will be confirmed by the Deputy Principal and the process for their use be determined at an individual student level and communicated to all staff.

Canteen Use

Students will be unable to pay at the Canteen using their mobile phones. As such, students will need to organise for a physical card to be present for payment or use cash.

Expectations of Staff

The Seven Hills High School community understands and believes that all staff must model and observe professional standards in mobile phone use. Taking calls whilst supervising students or in a learning environment is not appropriate and would send conflicting messages to students.

Mobile phones will only be used by teachers in the learning environment for the purpose of teaching and learning.

Personal Electronic Device Flowchart

Student is observed with an unsecured mobile phone during the school day.

If a student is seen using their mobile phone throughout the school day the supervising staff member will instruct the student to turn their mobile phone off or on flight mode and secure it in their Yondr Pouch.

If the student complies, the breach will be documented in Sentral.

If the student does not comply or does not have their Yondr Pouch, they will be sent to the supervising Deputy Principal.

Student complies (1st Offence)

Entered on Sentral. Faculty lunchtime reflection issued.

Student complies (2nd Offence)

Entered on Sentral. Faculty lunchtime reflection issued.

Student complies (3rd Offence)

Entered on Sentral. Lunchtime reflection issued by DP.

Student complies (4th Offence)

Entered on Sentral. Lunchtime reflection and Formal Caution of Suspension issued by DP.

Student complies (5th Offence)

Entered on Sentral.

Student may be suspended for continued disobedience.

Student does not comply (1st Offence)

Student is sent to the supervising Deputy Principal and the phone is confiscated. Student issued a Lunchtime Reflection for failing to follow the policy and failing to follow a reasonable request.

Student does not comply (2nd Offence)

Student sent to supervising Deputy Principal and the phone is confiscated. Student issued a Lunchtime Reflection. Formal Caution of Suspension for repeated failure to follow the policy. Parents contacted.

Student does not comply (3rd Offence)

Student sent to supervising Deputy Principal and the phone is confiscated. Student may be suspended for continued disobedience. Parents contacted.