



Seven Hills High School

Mobile Phone Policy

Implementation Date: October 2024

Review Date: October 2025

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 of 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, iPad, iPod, tablets and headphones.

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 mobile phone or set it to flight mode.
2. Unlock the empty Yondr Pouch using one of the unlocking bases.
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. Securely close the empty pouch and place it in their backpack for the next day.

Parents 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 phone 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. 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 an out of bounds area. Any student who is found near the locking/unlocking stations will receive a 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. Students will be required to write their names clearly on the pouch to avoid loss and/or confusion.
- If a mobile phone rings in a learning space, teachers will request the student attend the office, the phone to be turned off and handed in. This will be recorded on Sentral 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 and the appropriate consequence put in place.
- 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 mobile 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 devices 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 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 formal caution of suspension.
- Students who lose their Yondr pouch must purchase a new pouch at a cost of \$20.

Students and parents 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 exemptions 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.

Medical Exemptions

There are some circumstances wherein a student has a medical condition that requires intermittent monitoring via mobile phone. In these instances, a medical certificate will need to be provided to the Deputy Principal and the student will receive a medical pass. The specific circumstances of each case will be discussed with the individual student and their parent/ caregiver.

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 phone 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.

If a student is observed with an unsecured mobile phone during the school day, either in the classroom, any other learning spaces or the playground during break times, the student will be asked to take the device to the front office to be handed in.

Student complies (1st Offence)

Entered on Sentral by the teacher as a breach of the school's mobile phone policy.

Deputy Principal to call home and update the record.

Student picks up the device at the end of the day.

Student complies (2nd Offence)

Entered on Sentral by the teacher as a breach of the school's mobile phone policy.

Deputy Principal to call home and update the record.

Formal caution to suspend is issued.

Student picks up the device at the end of the day.

Student complies (3rd Offence)

Entered on Sentral by the teacher as a breach of the school's mobile phone policy.

Deputy Principal to call home and update the record.

Student may be suspended for continued disobedience.

Student picks up the device at the end of the day.

Student does not comply (1st Offence)

Student is sent to the supervising Deputy Principal.

If student is non-compliant, or refuses to follow instructions, teacher to seek the assistance of their Head Teacher, HT on Duty, or Senior Executive.

Entered on Sentral by the teacher as a breach of the school's mobile phone policy.

Deputy Principal to call home and update the record.

Formal caution to suspend is issued.

Student picks up the device at the end of the day.

Student does not comply (2nd Offence)

Student is sent to the supervising Deputy Principal.

If student is non-compliant, or refuses to follow instructions, teacher to seek the assistance of their Head Teacher, HT on Duty, or Senior Executive.

Entered on Sentral by the teacher as a breach of the school's mobile phone policy.

Deputy Principal to call home and update the record.

Student may be suspended for continued disobedience.

Student picks up the device at the end of the day.

When returning from a suspension, the student must hand the device into the front office every morning, picking it up at the end of the day, each day, for a period of two weeks.