Bowral High School

Student use of mobile phones procedure

Purpose

This document is in line with the NSW Department of Education policy [Student use of digital devices and online services](#); it explains to the Bowral High School community our procedures and the use of the YONDR pouch system from 2022 and is an update from the previous PhoneGO PhoneNO process used during 2021.

Scope

This procedure provides a consistent framework for the student use of mobile phones in the school environment including the use of the YONDR phone pouch system.

This procedure covers the implementation of the YONDR system throughout the school day. This procedure identifies that previously, student mobile phone use at Bowral High School has frequently been a distraction to learning and at times resulted in anti-social behaviour.

Our School's Approach

Bowral High School does not consider mobile phones to be an appropriate digital learning device. This is due to their small screen size which has implications for optical health as well as their incompatibility with the software required to access a wide range of learning activities and experiences. Student learning will be supported through access to digital devices such as desktop computers and Chromebooks for activities that require specific access to online and offline platforms. Specialist areas will have access to school owned handheld devices to support the documentation of student work.

At the P&C meeting, 17 November 2021, the use of YONDR pouches was endorsed and provided partial funding of the purchase of YONDR pouches. All students enrolled at Bowral High School will be allocated a YONDR pouch free of charge. Students enrolling throughout the year will be allocated a pouch as part of their enrolment. If a pouch is damaged or lost a replacement cost of $10 will be billed to parents/carers. The pouch remains the property of Bowral High School.

Student Expectations

Once allocated a pouch, students will be expected to have their phone secured in their pouch for the duration of the school day, except where exemptions apply as set out below. Students are not permitted to have headphones, air pods, earbuds, or other devices that connect to their phone via Bluetooth. If sighted these will be managed by staff the same as a non-pouched device.

Once students enter school grounds they are expected to:

1. Unlock their pouch using an unlocking station
2. Turn their mobile phone OFF and place their phone in the pouch
3. Lock the pouch for the duration of the day
4. Unlock pouches at one of the unlocking stations as they leave school

Roll call teachers will check that students have their phones locked in the YONDR pouch at the beginning of roll call each day.

Where there is a need to use a phone for a learning task, for example filming a movement in PDHPE, the teacher will have access to an unlocking station through the Head Teacher. At the conclusion of the learning activity students are expected to return their phone to the pouch as set out above.

Students will not have access to their phones during break times to encourage increased levels of physical activity and more positive interactions between students.

Exemptions

Non-pouched devices are not permitted on school grounds during school hours unless part of a specific learning experience or their use is described in an individual learning plan.

Exceptions to the policy may be applied during school hours if certain conditions are met, specifically, health and wellbeing-related exceptions or where mobile phones are required as per a teaching program. Parents/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.

Learning-related exceptions

Specific exception	Documentation
The student requires a reasonable adjustment to be made to allow them access to curriculum because of a disability or learning difficulty.	The student's Individual Learning Plan clearly describes the reason the student needs to access their device. The allowed use will be clearly described. Any use outside the agreed exemption may result in discipline actions.
A specific teaching and learning activity requires the use of personal devices as per the teaching and learning program for that subject.	Teaching and learning program evidence is to be provided to Head Teacher and relevant Deputy Principal.

Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition requiring access to their device for monitoring purposes throughout the day.	The student's Health Care Support Plan clearly documents the use of their device. Medical evidence is provided.

Staff Expectations

Teachers may need to use their phone to support learning activities. Teachers are encouraged to book school owned digital devices to conduct online learning activities. When a learning activity requires the use of student owned mobile phones, the teacher will book a portable unlocking station. The teacher must ensure that they leave enough time for all students to turn off and relock their devices in the YONDR pouches at the end of the lesson and that the phones are only out of pouches for the duration of the learning activity.

School Monitoring Process

Staff are to refer to the YONDR Pouch Procedure flowchart when managing a student who does not have their phone locked in their YONDR pouch.

When students attend roll call, and their phone is not locked in their YONDR pouch the roll call teacher will direct them to the office to see the appropriate deputy.

At any time throughout the day, if a student phone is seen by a staff member, they have not followed initial steps as per student expectations. The student will be directed to the office to see the appropriate deputy.

If a student has their phone in the YONDR pouch and it buzzes or rings they will be required to take it to the front office, where they can unlock the pouch and turn the phone OFF before putting locking it back in the YONDR pouch.

Students who repeatedly disregard the Student use of mobile phones procedure will be managed through the school discipline processes and may face suspension.

Damaged or Lost Pouches

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. If the students' phone is seen, then staff will follow the procedure outlined above. Students are required to pay a fee of $10 for the replacement of the damaged or lost pouch.

Students who need their phone before or after school but have damaged or lost their YONDR pouch can hand their phone to the front office each morning where it will be kept securely.

Contact Between Students and Parents/Carers During the School Day

Should a student need to make a call during the school day, they must approach front office and ask for permission to use the school's phone.

During school hours, parents and carers are expected to only contact their children via the school office on 4861 2255. Messages will be sent to students as required. If a student needs to be collected early, the office will send for them so you can meet them at the front office.

Responsibilities and Obligations

For students

- Be respectful, responsible, and fair users of digital devices and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the respectful, responsible, and fair use of digital devices and online services.
- Support implementation of the school procedure.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the School Community Charter.

For the principal and teachers

- Deliver learning experiences that encourage respectful, responsible, and fair use of digital devices and online services. This includes:
    - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
    - Identifying strategies to ensure that all students can engage in classroom activities

including strategies to accommodate students without a digital device.

- Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.

- Educating students about online privacy, intellectual property, copyright, digital literacy, and other online safety related issues.

- Model appropriate use of digital devices and online services in line with departmental policy.

- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy, and any statutory and regulatory requirements. This includes:

    - Reporting the creation, possession, or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.

    - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.

    - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's respectful, responsible, and fair use of digital devices and online services.

- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers, and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.

- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this procedure through assemblies, wellbeing lessons and Sentral student messages.

Parents and carers will be advised via the parent portal and school website. This procedure can be accessed electronically via the [school's website](#).

Complaints

If a student, parent, or carer 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 [Making a complaint about NSW public schools - guide for parent & carers](#).

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key terms

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can causeharm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online indigital classrooms; and where online contact has flow on consequences at school and duty ofcare requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteersand contracted staff engaged by schools.

Appendix 2: BHS values and phone use

RESPECT

- ☐ I show respect when I use online services
  - ○ I protect the privacy, safety, and wellbeing of others
  - ○ I do not share anyone else's personal information
  - ○ I get permission before taking a photo or video of someone
  - ○ I do not harass or bully other students, school staff or anyone, this includes cyberbullying when I use a digital device or online service
- ☐ I show respect when I send information, images, or messages to other people
  - ○ My messages or content will not upset or embarrass another person or group
  - ○ My messages or content is not inappropriate, offensive, or abusive
  - ○ My messages or content are never considered bullying
  - ○ My messages or content do not contain a virus or other harmful software

RESPONSIBILITY

- ☐ I am responsible when I follow instructions from school staff
  - ○ My phone is off and kept in my YONDR pouch while I am at school
  - ○ I make sure my YONDR pouch is locked properly
- ☐ I am responsible when I use any digital device or online service
  - ○ I only use online services in the ways my teachers ask
  - ○ I only access appropriate content and websites
  - ○ I protect my personal information (name, address, school, email address, telephone number, pictures, and other personal details)
  - ○ I only use my username and password, and never share them with others
  - ○ I ask a teacher or other responsible adult for help if anyone online asks for personal information, wants to meet, or offers you money or gifts
  - ○ I let a teacher or other responsible adult know immediately if I find anything online that is suspicious, harmful, in appropriate
- ☐ The school is responsible for my safety, they can monitor everything done on the school's network and will provide information to police or other agencies for investigations, court proceedings or for other legal reasons

FAIR

- ☐ I show I am fair by not using another student's account to use online services
- ☐ I show I am fair when I take care of school-owned devices that are shared with others
- ☐ I show I am fair by never hacking, disabling, or bypassing any hardware or software security, including any virusprotection, spam and filter settings
- ☐ The school shows it is fair by ensuring my learning is not interrupted by phone distractions

Appendix 3: YONDR Pouch Procedures Flowcharts

Roll Call teacher checks all YONDR pouches

Phone is locked in YONDR pouch

Phone is NOT locked in YONDR pouch

Incident is recorded on Sentral by Roll Call teacher

Student is sent to front office

YONDR pouch is unlocked by deputy and student is directed to turn phone off and lock it into the pouch

Student complies with direction

Student is seen by a deputy

Student REFUSES to comply with direction

Student does not have their pouch or it is damaged

A student's phone is seen out of the YONDR pouch; or the phone is heard to buzz or ring; or a blue tooth device is connected to a phone at any time after roll call

Phone is stored securely at the front office for the day, incident on Sentral is updated, parents informed by email

Student is sent to front office; an incident is recorded on Sentral

Student is seen by a deputy

YONDR pouch is unlocked by deputy and student is directed to turn phone off and lock it into the pouch

Student REFUSES to comply with direction

Multiple non-compliance with Student Use of Mobile Phone Procedures will be escalated through discipline processes

Student complies with direction; the incident is updated, and an email is sent to parents

Student does not have their pouch

Phone is stored securely at the front office for the day, incident on Sentral is updated, phone call to parents by deputy