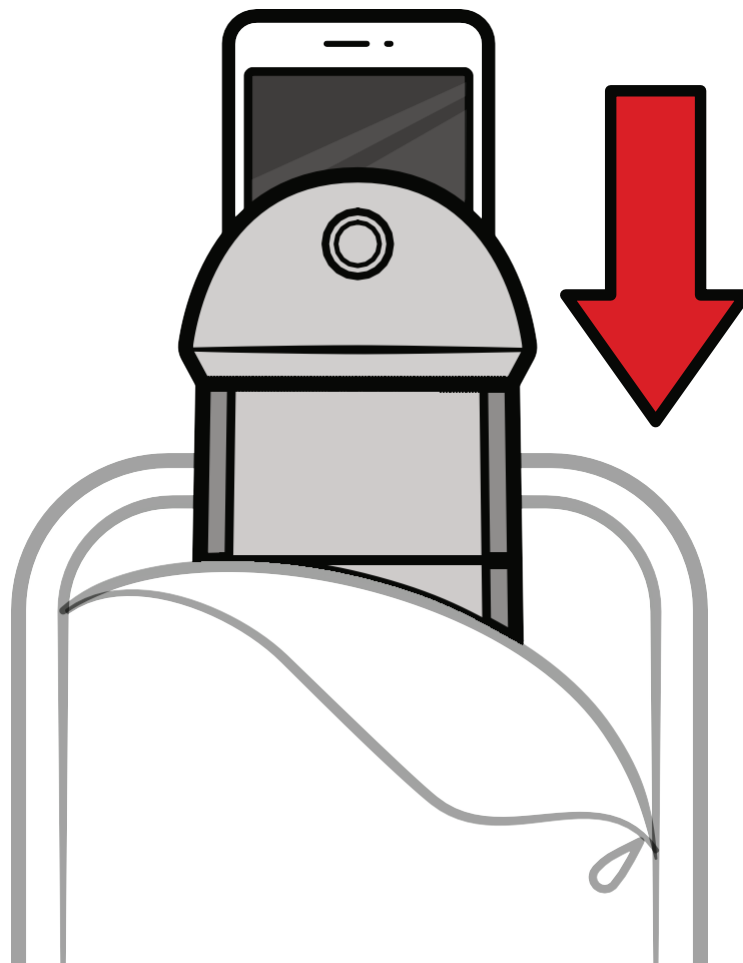




Mobile Phone Procedures Summary

Corowa High School | April 2022



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1.0 General Guidelines

- If students bring personal devices to school (including mobile phones, laptops and iPads), they do so at their own risk. Students should keep these items safe at all times. The school will NOT be responsible for the loss or damage of these items.
- Mobile phones are to be kept in the student's allocated Yondr pouch while on school premises. Failure to do so may result in disciplinary action being taken and/or the mobile phone being confiscated and/or banned from coming to school.
- Students must not use personal devices to threaten, bully, intimidate or otherwise harass other people through any voice, SMS or text message, photographic, video or other data transfer system available on the phone or for any illegal activity. Such activities that occur during or outside school hours may incur disciplinary action and the police may be informed.
- Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography and the student's device has been unlocked from the Yondr pouch by a teacher for a specific purpose. Students who use any type of camera to record a dangerous activity, or fight or to invade the privacy of others by taking images without consent will incur disciplinary action and the police may be informed.
- Mobile devices etc. are not to be taken into examination rooms or assessment tasks under any circumstance. Failure to comply may result in the cancellation of the examination or the assessment task for the student(s) involved.

2.0 Mobile Phones and Yondr

At the beginning of the school year, every student will be assigned a personal Yondr Pouch with their name, 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.

2.1 The Yondr Process

2.1.1 School Entrance (*beginning of the school day*)

As students enter the school, they will:

- Turn their mobile phone off.
- Unlock their empty Yondr Pouch using an Unlocking Base at the School Entrance(s).
- Place their mobile 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. Late students will do this process at the Office prior to moving to class.

2.1.2 School Exit (*end of the school day*)

As students exit the building at the end of the school day, they will:

- Unlock their pouch using an Unlocking Base at a School Exit(s).
- Remove their mobile phone from their pouch.
- Securely close their empty pouch and place it in their backpack ready for the next school day.

2.2 Leaving school prior to the normal end of the school day

In the event that a child needs to leave school prior to the end of the school the child will unlock their pouch as they exit the school via the front office. This includes senior students.

2.3 School actions for non-compliance

Below are a list of potential student violations. Each of these violations will result in the student's phone and/or pouch being confiscated by the school.

- Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- Forgetting or losing the pouch.
- Using their phone during school hours.
- Use of voice activation for phone that is in a pouch but not turned off.
- Use of earbuds, earphones etc linked to a phone that is in a pouch but not turned off.
- Inappropriate or offensive writing or drawings on pouches will incur a \$20 replacement fee.
- If a student's mobile phone is confiscated by the school, parents/carers will be contacted and will generally need to attend the school to take the mobile phone home.

2.4 Disciplinary Action

Appropriate disciplinary action in line with the NSW Department of Education's Suspension and Expulsion Policy will apply. The following CHS procedures will be followed if a student has a phone outside of their pouch in school grounds or if a phone is heard:

- The student will be directed to pouch their device while being observed by a staff member. Refusal to comply will result in parent/carer being contacted by phone to collect the phone from the school.
- On the second occasion during a school term, parent/carer will be contacted by phone/email to attend the school to collect their child's phone and/or a replacement pouch.
- Continued non-compliance with Corowa High School's Mobile Phone Policy will result in a student being banned from bringing their mobile phone to school for a period of time, and may lead to a warning of suspension and/or suspension from school.

In the event that the Yondr Pouch is deliberately damaged, the child will only be allowed to bring a mobile phone back to school if they or their parent/carer pay a replacement fee of \$20.00 to replace the damaged Yondr Pouch.

2.5 Emergency Contact

If a parent/carer needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a written message will be sent immediately to the student.

If a student needs to make emergency contact with a parent/carer they can do so through the school's main office.

Students can also discuss the need to contact persons other than parents/carers such as employers to check shifts etc. with the Deputy Principal who can arrange for the Yondr Pouch to be unlocked to facilitate the contact. At the conclusion of the contact the mobile phone would need to be relocked in the Yondr Pouch.

Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or deputy will direct them to the front office.

2.6 Excursions

Student access to mobile phones whilst on excursions will be decided on a case by case basis. Parents will be informed regarding this via the excursion permission note.

2.7 Individual Class Use

Staff will have the ability to unlock pouches for specific learning related activities, for example in the elective Photographic and Digital Media to use phone's camera. At the end of the activity phones will be returned to pouches and relocked for the remainder of the school day.

2.8 Canteen Payments

The CHS canteen can only accept cash or payments by card. No phone payments will be accepted.

3.0 Exemptions

A small number of students will be exempt from having to use a Yondr Pouch for all or part of the day, however these students will be required to keep their phone out of view and on silent at all times. Students who may seek exemptions include:

- Students who use a mobile phone in managing a medical condition such as diabetes or a disability.
- Students with an Educational Support Plan that specifies the use of a mobile phone in class is required in supporting the students learning. Parents/carers may be requested for medical evidence to support this request as part of the planning cycle for the student.

An exemption to support a significant issue generally around a student's safety or supporting an ill parent or carer where contact is extremely necessary may be granted in consultation with the Deputy Principal or Principal.

Students who have an exemption will be provided with an exemption pass that must be carried at all times by the student. It is the child's responsibility to provide the pass to staff when requested. Failure to provide the pass to staff when requested may mean that students may be treated as if they do not have a pass. The exemption is normally for an agreed period of time and then will be re-evaluated.

Parents and carers may request an exemption to the procedures around mobile phones (including Smart Watches), Laptops, iPads and other Electronic Devices. These requests will be considered on a case-by- case basis by the principal.