

MACLEAN
HIGH SCHOOL



Digital Device Policy and Procedures



Rationale

If used effectively, digital devices can be an effective tool for learning. However, an abundance of research has emerged in recent years which suggests that unmonitored mobile phone use has a significant negative impact on students. Behaviour problems related to mobile phone use, as well as a reduction in engagement with learning in the classroom, have prompted a reflection on school procedures. Considering this, we are continuing to partner with Yondr in assisting with Maclean High School being a digital device free space.

Mobile phones are already banned in primary schools, and we are bringing our high schools in line with schools in South Australia, the Northern Territory, Victoria and Western Australia. The ban on mobile phones will apply during class, recess and lunch times, as is the case in NSW public primary schools. Students will be allowed to carry their phones while travelling to and from school.

Procedure statement

Students at Maclean High School will be required to have their digital devices switched off and locked in their Yondr pouch when entering the school grounds until they leave school grounds.

Management

To manage this policy equitably and efficiently, the school has undertaken the following initiative:

In partnership with Yondr, all students are issued with a lockable Yondr pouch to lock away their mobile phone. Students will lock their pouch upon entering the school each morning and this will be monitored when they enter the classroom during Roll Call and/or Period 1. It will then be unlocked again at the end of the day. Each year, Year 7 will be provided with a Yondr pouch and the school's Digital Device Policy. This will also be the case for new enrolment students and their families.

There will be random inspections conducted by staff and phones will be expected to be in Yondr pouches and other digital devices will be turned off and in the student's bag.

If any digital device is sighted and used inappropriately discipline procedures will take place and the student will be required to lock their phone in their Yondr pouch and other digital devices will be required to be located in a secure location in the Front Office.

Normal operating procedures

Students are expected to use the unlocking stations located at the bus shelter, and several under the hanger each morning. Students are to enter the school, unlock their pouch, turn their mobile phone off and place it inside the pouch. The device remains locked in the pouch throughout the day. At the end of the day students report to the unlocking stations and unlock their pouch and continue to exit the school or wait for their bus.

No digital device, including ear pods, earphones, headphones, speakers, tablets etc are permitted on school grounds during school hours unless part of a specific learning experience at the direction of teaching staff. Student Yondr pouches should be closed and always locked except when adding or removing their mobile phone at the beginning and end of the school day.

Discipline Procedures

When a digital device is sighted by staff

When a student chooses to not follow Maclean High School's Digital Device Policy and are witnessed by a teacher to have a mobile phone not secured in their Yondr pouch or any other digital device is away in their bag, the following consequences will be enacted:

1. The teacher will ask for the student to place their mobile phone in their Yondr pouch. The teacher will then generate a Sentral negative incident under misuse of technology. If the student does not have their Yondr pouch the teacher will send the student with their mobile phone to the Front Office to have it placed in a Yondr pouch or placed in a secure place in the office and it will remain there until the end of the day. The student will be handed a receipt to say their mobile digital device has been handed in.
2. If the student refuses to follow the teacher's instructions and the Digital Device Policy and Procedures the student will be referred to the Faculty Head Teacher. The Head Teacher will also complete a Sentral negative incident for misuse of technology and not following teacher instructions.
3. If the student continues to ignore instructions from the Head Teacher, the incident will be reported to the Deputy Principal for follow up and an appropriate consequence will be implemented. This could range from an interview to an executive level, a formal caution to suspend or even a suspension depending on the circumstances and the student's history of behaviour.

Repeat breaches of the digital device procedures may result in formal disciplinary procedures such as a suspension. On repeat occasions of a student using their digital device at school, parents and/or carers will be required to collect the device from the front office.

Serious behaviour using a digital device

If a student uses their device to disrupt the learning environment, bully, intimidate or otherwise harass, download, or access inappropriate material or film fights or other criminal behaviour, more serious consequences will be put in place. This may include students being issued with a formal caution to suspend or being placed on a suspension.

New enrolments

Once a student's enrolment is confirmed, they will be assigned a Yondr pouch. The Yondr pouch will remain the property of the student.

Leavers – Those signing out or leaving the school

Students signing out or transferring to another school will be able to keep their Yondr pouch or if they no longer have use for it, old Yondr pouches can be handed in to the front office for reuse.

Students arriving late or leaving school prior to the end of the school day

Students who arrive late to school will need to turn off their phone, place it in their Yondr pouch and lock it with one of the Front Office staff and report to the attendance window to sign in.

Students who have been signed out by parents/carers to attend an appointment or who are sick will be able to access an unlocking device at the Front Office or attendance window before leaving the school grounds.

Break Times

Mobile phones are to remain locked at all times when students are on the school grounds. When a teacher sees a student's digital device during break times, the teacher will be expected to follow the procedures outlined on the previous page under Discipline Procedures.

Bus Lines

Once the bell goes for home time, students are allowed to use their phones. Junior students are to unlock their pouch using the unlocking stations under the hanger. Senior students can either use the unlocking stations under the hanger or at the bus shelter. All students are then required to take a seat in their designated areas. If a student is found to be using their phone or any other digital device inappropriately, suitable action from staff will take place as per the discipline procedures outlined above.

Offsite Sport

Mobile digital devices should remain locked in the pouches during sport time.

Excursions

The Digital Device Policy is still in place when on excursions. Students will be required to have their phones locked in a Yondr pouch and other devices off and away. Staff supervising will be required to take a mobile unlocking station with them so that students can lock and unlock their pouches when needed. If on an overnight excursion staff may choose designated times for phones to be used. If students do not present a pouch on an excursion, staff will have a lockable case to hold the phones and other digital devices. Normal school discipline procedures will follow if students do not follow the rules set by staff on the excursion.

Forgotten Pouch

If a student forgets their pouch, their phone is to be taken to the Front Office or a staff member will collect it and take it up to the Front Office, their name will be placed on a receipt and handed to the student. At the end of the day the student provides the Front Office with the receipt and the phone will be returned to the student.

If a pattern is detected home will be called to remind them about using our Yondr pouches and following the school's Digital Device Policy and Procedures. If this continues to occur, it will be considered as lost and a replacement pouch will need to be purchased. Discipline Procedures may also be put in place accordingly.

Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their mobile phone to school until they have organised a replacement pouch. If the student's phone is sighted, the discipline procedures outlined previously will be followed. Students are required to pay a normal fee of \$15 for the replacement of the damaged or lost Yondr pouch. The school has a float of reserve pouches for this purpose.

Students who need to have their phone before or after school but have a damaged or lost pouch are required to report to the Front Office and leave it there for the duration of the day where the phone or any other digital device will be kept in a secure location. The student has the responsibility to collect the device prior to leaving the school grounds.

Teaching using Bring Your Own Device (BYOD)

Macleay High School does not recognise mobile digital devices as a necessary learning tool. Teachers are encouraged to book available technology resources. If no alternative is available, teachers who need students to use their mobile digital device for a specific activity during class time, can collect an unlocking station. The teacher must ensure that digital devices are only out of their pouches for the duration of the activity and must be locked up in pouches directly after the activity is complete.

Yondr Inspections

At various times during the year, all students' Yondr pouches will be inspected to ensure they are still fully functional and are in use. It is the student/parents/carers' responsibility to replace the pouch if it is damaged at a cost of \$15 per pouch. Again, if the Yondr pouch is not being used and students do not put their phone in the Yondr pouch when asked, the discipline procedures will take place.

Summary

- Phones and other digital devices are to be locked away on arrival to school.
- Every student in the school will be assigned a Yondr pouch.
- While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.
- Students must bring their pouch to school with them each day.
- Spot checks/inspections will occur.
- Students arriving late or leaving early will lock/unlock their phones in the Front Office.

Daily Process

When students arrive at school, they will:

1. Turn their phone off.
2. Open their Yondr pouch by tapping against the unlocking base at any of the stations at the bus shelter or in the hangar of the school.
3. Place their phone inside the pouch and secure it.
4. Store it in their school bag for the day. If students need their devices during the school day for a class assignment, the classroom teacher will unlock, then relock their pouch before they go to the next lesson.
5. At the end of the day, students will unlock their pouch at any of the stations, remove their phone, close their pouch, and put it in their school bag.

Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their pouch or is caught on their phone, staff will collect the phone/pouch and take it to the Front Office to be collected at the end of the school day. A negative Sentral entry will also occur under misuse of technology. If a pattern of misuse of technology is occurring, discipline procedures will occur.
- If the Yondr Pouch is seen to be damaged in any way or the student has lost their pouch, the family will be asked to replace it by paying \$15 to the Front Office.

- If a student uses their device to disrupt the learning environment, bully, intimidate or otherwise harass, download, or access inappropriate material or film fights or other criminal behaviour, more serious consequences will be put in place. This may include students being issued with a Formal Caution to Suspend or being placed on a suspension.

Forgotten Pouch

- If a student forgets their pouch, their phone is to be taken to the Front Office or a staff member will collect it and take it up to the Front Office, their name will be placed on a receipt and handed to the student. At the end of the day the student provides the Front Office with the receipt and the phone will be returned to the student.
- If this becomes a habit, home will be called to remind them about using our Yondr pouches and following the school's Digital Device Policy. If this continues to occur, it will be considered as lost and a replacement pouch will need to be purchased.

Frequently Asked Questions

What if I want to reach my child during the school day?

We want our students to be engaged in their learning. Please refrain from contacting your child during the school day unless it is an emergency. Contact can be made via the Front Office on 02 66452244 to reach your child.

Will my student's phone be safe?

Students are in possession of their phone – in their Yondr pouch – for the entire school day. We will advise students to store the pouch in their bags where it is completely safe.

What if the Yondr pouch gets damaged?

Maclean High School will provide every student with a pouch at no cost. If a student damages or tampers with a Yondr pouch, they will be held responsible and will be asked to replace the pouch at their own cost.

What happens if my child uses a phone at school?

When a student chooses to use a mobile phone or any other digital device at school, the discipline procedures as outlined in the Digital Device Policy and Procedures will be implemented.

How can I clean my student's Yondr pouch?

Yondr pouches can be washed in cold water for a short cycle and air dried. Pouches can also be cleaned with a disinfectant spray or wipes.

HOW IT WORKS



1

CASE

As students enter the phone-free space, phones will be placed in a Yondr case.



2

LOCK

Once inside, the case will lock. Students keep their phones throughout the day.



3

UNLOCK

To unlock the case, tap it on any teacher or administrator's unlocking base.