



Mobile Phone Policy

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Purpose

To explain to the Liverpool Girls High School community the Department of Education's and Liverpool Girls High Schools policy and procedures regarding mobile phones and the use of the Yondr pouch system.

Scope

This procedure provides a consistent framework for the use of mobile phones in the school environment, relating to both students and staff, through the use of the Yondr phone pouch system.

This procedure covers the implementation of the Yondr system throughout the school day from 8.45am to 3.10pm. This includes mobile phone access on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure identifies that mobile phones are not considered an appropriate device under the Department's Student use of digital devices and online services policy (DDOS).

Our School's Approach

Liverpool Girls High School does not consider mobile phones to be an appropriate digital learning device under the Department's DDOS policy. This is due to their small screen size which has implications for optical health as well as their incompatibility to utilise a wide range of software required to access a wide range of learning activities and experiences. Students will have access to digital devices such as desktop computers, laptops and iPads for learning activities that require specific access to online and offline platforms.

Liverpool Girls High School utilises the Yondr phone pouch system. All students enrolled at Liverpool Girls 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 this pouch is **damaged or lost a replacement cost of \$15 will be billed to parents/carers.**

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 wireless/wired earphones (eg AirPods), headphones, AirPods or smart watches that connect to their device via Bluetooth. If sighted these will be managed by staff the same as an un-pouched device.

When entering the school, prior to the first roll call bell at 8:45am, students are expected to:

1. Unlock their pouch using one of the unlocking stations
2. TURN OFF phones completely
3. Place their phone in their Yondr pouch
4. Lock the pouch for the duration of the day and store in bag.
5. Unlock pouches at one of the unlocking stations at the end of the day on leaving the school

A recording will sound at 8.45am to remind students who may not have their phone in the pouch to do this before moving to roll call. At the beginning of roll call each day, students are to place pouches on their desks and roll call teachers will check that students have their phones locked away securely.

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 a booking system. At the conclusion of the learning activity students are expected to return their phone to the pouch as set out above and have their pouch checked by the class teacher.

Students who need to leave school grounds early for any reason, including seniors on Wednesdays and Fridays, will need to unlock their pouch at the front office as they sign out. Where an excursion or off-site event occurs students may not be expected to have their phones in the pouch, as they may not return to school, this will be part of the excursion planning documentation.

Students will not have access to their phones during break times. This includes wireless/wired earphones (eg AirPods), headphones and smart watches. This decision by the school is supported by the Department's *Student use of digital devices and online services policy* and serves to encourage more positive interactions with students and staff in the playground.

A Yondr phone pouch will be issued to all students but remains school property, similar to a Library book or textbook. Students who do not currently have a phone are also expected to bring their Yondr pouch every day to be checked.

Exemptions

No un-pouched device is permitted on school grounds during school hours unless part of a specific learning experience or an individual learning plan.

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

1. Learning-related exemption

Specific exemption	Documentation
<ul style="list-style-type: none"> Students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty can be provided a specialised pouch As part of a subjects specific teaching and learning as per the program for that subject 	<ul style="list-style-type: none"> Individual Learning Plans that support the need for students to access their device specific activities adjustments to be provided relevant Deputy Principal for approval Program evidence to be provided to Head Teacher of subject for approval

2. Health and wellbeing-related exemptions

Specific exception	Documentation
<ul style="list-style-type: none"> Students with a health condition that requires access to their device throughout the day can be provided a specialised pouch 	<ul style="list-style-type: none"> All relevant health care plans such as Student Diabetes Management Plans, Health Support Plans, Student Individual Health Care Plans etc. as well as any relevant doctor/specialist certificates to be provided to Deputy Principal for approval*

*Note: an interview may be requested by the Deputy Principal to discuss provided documentation

Once an exemption has been verified with sufficient documentation a card will be issued to the student. This card may be requested at any time by teachers or staff as proof of student exemption.

3. Excursions and whole-school events

Specific exemption	Documentation
<ul style="list-style-type: none">Students attending excursions or whole school events MAY be given an exemption to document activitiesStudents attending excursions that do not leave from OR return to school MAY be given an exemption	<ul style="list-style-type: none">Organisers of the excursion or event will need to indicate reasons in their planning documentation for the exception, which will need to be approved by a Deputy Principal and communicated to students via permission or information notes

Non-compliance with Yondr Policy

If a student has their phone in the pouch and it buzzes or rings they will be required to take it to the front office, with a note from the teacher, where they can unlock it and turn it OFF before returning it to their pouch.

Students who repeatedly bring an un-pouched phone, regardless of their willingness to hand the device over, will be required to hand their phone to the Deputy Principal every day for a period of time. If this behaviour continues, a formal warning of suspension may be issued, and parents/carers will be contacted to discuss management of the students' phone.

Un-pouched or Confiscated Phones

First occurrence – a conversation will be had with the offending student about school expectations and ways to comply. A Sentral entry will be created. Teacher phones home.

Second occurrence – Parents/carers will be notified by Head Teacher of students' failure to comply with school expectations and ways to manage students' phone. A Sentral entry will be created. Student will be required to hand their phone in to the Deputy Principal for the next 3 school days

Third occurrence – Parents/carers called to school to collect students' phone. A meeting with relevant Deputy Principal scheduled to discuss school expectations and ways to manage students' phone moving forward. Student will be required to hand their phone in to the Deputy Principal each school day for one week.

Students who repeatedly fail to use the Yondr pouch will receive a phone call home and may receive a formal warning of suspension, at the discretion of the Deputy Principal.

Phones sent to the front office/Deputy Principal will be secured in a safe, central location. Phones will not be released to the students before 3:10pm, unless the student has permission to sign out before 3:10pm.

Additional Information

Damaged or Lost Pouches

Students who have lost or damaged their pouch are not to bring their phone to school. In cases where students need their phone before or after school, they will be asked to surrender their phone for safe keeping in the office each school day until they have organised a replacement pouch. If the students' phone is seen, then staff will follow the procedures outlined above. Students are required to pay a fee of \$15 for the replacement of the damaged or lost pouch.

Contact Between Students and Parents/Carers During the School Day

Should a student need to make an **EMERGENCY CALL ONLY** during the school day, they must approach the front office, during break times, and ask for permission to use the schools' phone.

During school hours, parents and carers are expected to only contact their children via the school office. If a student needs to be collected early during the day, they will be sent for to meet parents/carers at the front office.

Evacuation/Emergency

Additional unlocking stations kept in the front office will be taken to the assembly point in the event of an evacuation. Students will only be allowed to unlock their devices during a genuine evacuation, not during a practice drill. Students must be sitting in alphabetical order in roll call lines and have their attendance checked before devices will be unlocked. Unlocking will be undertaken by staff and only while students remain seated.

Yondr Inspections

At points during the year all students' Yondr pouches will be inspected to ensure they are still functional. Students will be given a week's notice prior to the inspection date to prepare. A half price amnesty on pouches will be held three days before the inspection to help families meet the school's requirements. As the students enter the school grounds in the morning, students may be asked to present their Yondr pouches. Primary focus will be on function and obscene graffiti. Students' pouches that cannot be quickly unlocked and locked or have been damaged in any way will need to be surrendered for replacement. A nominated staff member will inspect the pouch to investigate the nature of the damage and determine whether a new pouch is to be billed to parents/carers OR simply replaced.

Responsibilities and obligations

For students

- Adhere to school REACH principles as users of digital devices and online services and support their peers to do the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the school REACH principles.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the compliance with REACH principles in relation to the use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Set an example by switching off or putting their digital devices on silent when at official school functions, events and during meetings.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful 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 are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - 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 safe, responsible and respectful 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 a presentation from Yondr representatives, school assemblies and year meetings.

Parents and carers will be advised via the Parents Working Committee (PWC), parent portal, school website and school social media. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

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 [guide for students/parents/ carers about making a complaint about our schools](#).

Review

The principal or delegated staff will review this procedure annually.