

# Meridan State College

## Mobile Phone Procedure



### Purpose

To explain the use of the **YONDR pouch system** for creating a phone-free learning environment at Meridan State College.

### Scope

Mobile phones are not considered part of the BYO device framework for learning at Meridan State College. The College, based on research about the learning of students, endorses a phone-free environment to enhance the learning, development and welfare of our students. There are only limited and very specific times where phones may be used for educational purposes within the classroom. **Therefore, all secondary students enrolled at Meridan State College will be allocated a YONDR pouch.**

The procedures outlined here provide a consistent framework for mobile phone and associated accessory monitoring throughout the school day using the YONDR phone pouch system.

### Personalising Your YONDR Pouch

As each secondary student will have the same YONDR pouch, it will be essential to personalise your pouch for easy identification.

Personalisation can take any form, as long as it does not affect the functioning or lockability of the pouch or contain offensive or obscene writing or drawings.

Name, Year level and Mentor class may be essential so that a lost Pouch can be easily returned.

## YONDR PROCEDURES

### GENERAL DAILY PROCEDURE

Once students are on school grounds, they are expected to have their **phone switched off** and **secured in their YONDR pouch** until they leave the grounds.

As students enter school grounds they are to:

1. Unlock their pouch using one of the unlocking stations
2. Turn their phone off and place it in the pouch
3. Lock the pouch and keep it locked whilst at school
4. Unlock the pouch at an unlocking station as they leave the school grounds.

No unlocked phone is permitted on school grounds unless it is part of a specific approved learning experience.

**Student YONDR pouches should be closed and locked at all times this includes during break and before or after school when inside the College grounds.**

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### **YONDR INSPECTION (DAILY)**

The YONDR pouch is considered part of the school uniform, and therefore all students must carry their YONDR pouch, even if they do not own a phone. As students enter their mentor group in the morning, all students will be asked to present their locked YONDR pouch and will receive a lunch-time reflection if they are unable to do so.

Students must be able to produce their YONDR pouch when requested by any staff across the school day whilst on school grounds.

### **YONDR INSPECTION (RANDOM CHECKS)**

At various points during the year all students' YONDR pouches will be inspected to ensure they are still functional and free from inappropriate or obscene graffiti. Students will be given a week's notice prior to the inspection date to prepare or replace the YONDR pouch if necessary.

### **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 normal procedure. 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 pouches can voluntarily hand the phone to Client Services each morning where it will be kept securely and be collected by the student at the end of the day.

### **UNLOCKING STATIONS**

There may be times when students need to unlock their pouch during the school day, for this reason there are unlocking stations around the College.

Students can access these stations with staff permission and only if it is deemed absolutely necessary. Unlocking stations are located:

- at Client Services
- at the Community Leaders (DL building)
- at the Executive Centre
- with Department Heads or Faculty staffrooms
- with the Guidance officers and School Nurse

**In all cases where a phone is unlocked during the day for student access, then it must be used, switched off and re-locked in the YONDR pouch before leaving the area or staff member who granting access.**

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### **BUS STUDENTS**

Students waiting for a bus can unlock their device at the unlocking station whilst waiting for the bus to arrive.

### **EXCURSIONS**

Phones are an important safety device when out in the community. Therefore, they may form part of the risk assessment for off-campus excursions. The use of the YONDR pouch on an excursion or camp will be made on a case-by-case basis and communicated via the excursion note. Decisions regarding phone access will be made considering the age, location, length and nature of the excursion.

## **REASONS FOR PHONE ACCESS DURING THE DAY**

### **APPROVED LEARNING ACTIVITIES**

From time to time there may be cause for some classes to access phones for specific learning activities. For example, the recording of personal performance as part of an assessment piece. In these cases, teachers seek approval from the Curriculum Head prior to the activity. Where approval is granted, a mobile unlocking device will be taken to the class. Once the learning experience is completed, the teacher will check students have switched off their phone and relock them in their pouch before leaving the lesson.

Note, a phone is not a suitable BYOD. Students will not be able to unlock their phone in class to access Canvas, the internet or to conduct general research.

### **GUIDANCE OFFICER AND SCHOOL NURSE**

During sessions with the guidance officer or school nurse, it may become necessary for a student to contact others. For this reason, these staff members have unlocking devices. However, these are not available for general use during breaks just to check messages.

### **PARENT CONTACT DURING THE DAY**

**Students requiring parent/carer contact:** Please note that a student wishing to call a parent will not be grounds for unlocking the YONDR pouch. Students who need to contact parents or carers during the school day, must approach Client Services during a break and ask for staff to contact their parent/carer on their behalf.

**Parents requiring early student pick-up:** During school hours, parents and carers are expected to only contact their children via the school's phone contact. Should a student need to be collected during the day, this should occur at a break and where possible be pre-arranged with the student and by contacting the school to note the break. Students are to be signed out via Client Services at the allocated break. If an un-scheduled collection is required, parents/carers should contact the school and the student will be called by Client Services.

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### **WHEN A PHONE IS SIGHTED BY STAFF**

#### **DURING CLASS**

The teacher will instruct the student to take the phone to Client Services. Students will return to the classroom with a receipt from Client Services showing that they have handed over their device.

As with all behaviour incidences, staff will record this on OneSchool referring the incident to the Year Level Coordinator and HODs.

#### **DURING BREAKS**

The teacher will take the name and year level of the student, instruct the student to take the phone to Client Services, and record the behaviour on OneSchool referring the incident to the Year Level Coordinator and HODs.

Students that fail to surrender their phone to Client Services when requested, have escalated the behaviour issue by failing to follow staff instructions, in addition to being non-compliant to the College phone procedure.

This constitutes a major behaviour incident; and will be followed up according to the student Code of Conduct.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

If a student does not comply with the school policy, the Principal or other delegated staff may impose the following actions and/or consequences:

- Temporary removal of student property (the device) as per school policy. The device may be returned to the student or alternatively directly to the parent.
- Withdrawing the permission to bring a phone or other electronic device to school
- Lunch or after-school reflection
- Prevent the student from attending or participating in, any school activity that, in the reasonable opinion of the Principal or delegate, is not part of the essential educational program of the school
- An internal withdrawal from classes
- Suspension
- Exclusion

\*\*Where there is suspected illegal activity or conduct, Meridan SC may notify the Queensland Police Service and the Cybersafety Ombudsman.

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### WHAT HAPPENS TO PHONES HANDED IN TO CLIENT SERVICES

1<sup>st</sup> occurrence: Student collects the phone at the end of the day from Client Services

2<sup>nd</sup> occurrence: Deputy Principal contacts parents to organise the collection of the phone.

Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 3:00pm or a pre-organised sign out time.

### PHONE ACCESSORIES, EARPHONES AND WATCHES

All technology devices that are not part of the BYOD framework are banned from school.

This includes Airbuds or pods which are easily lost or stolen; and may link to a phone when it is not turned off even in the YONDR pouch. When sighted, these devices will be acted on in the same manner as mobile phones and handed into to Client Services. It is a requirement that students have corded earphones which attach directly to their BYOD. This is a requirement for online exams such as NAPLAN and senior exams and is also needed when accessing media in class for learning.

**Smart watches** are currently not part of the YONDR pouch phone free learning environment procedure. However, their ability to access messages or make calls is still a distraction from learning. It is the College recommendation that students don't bring a smart watch to school in order to minimise this distraction, and we ask for parent support in this recommendation.

Students found using their smart watch for any purpose other than those on a standard functional watch, will however, still be asked to hand it to Client Services and the same procedure will be enacted as when submitting a phone.

Students will be permitted to use their smart watch as a payment method at the Café/Canteen.