

# Hastings Secondary College

## Mobile Digital Device - Policy and Procedures 7-12



EXCELLENCE - INNOVATION - OPPORTUNITY - SUCCESS

Implementation Term 1  
2021

## **Context**

Hastings Secondary College has grown with staff, parents and students working together to promote public education in Port Macquarie. We have created a dynamic learning environment that provides a diverse curriculum that allows students to pursue individual pathways. We aim to foster successful learners who are confident, creative individuals and active, informed citizens. This is achieved through sustained, continuous improvement and development of leadership potential, whilst embedding our core expectations of Safe, Respectful and Personal Best.

At Hastings Secondary College, our purpose is to promote a school community (students, staff and parents/carers) that works together to achieve excellence.

Our aim is to provide quality teaching and learning in a high expectation caring environment. We believe that through cooperation and respect for each other, we can all achieve great things. Hastings Secondary College students are encouraged to take responsibility, show respect and do their personal best. We ask all our students to engage meaningfully with their learning.

## **Rationale**

If used effectively, mobile digital devices can be an effective tool for learning. However, an abundance of research has emerged in recent years which suggests that unmonitored mobile digital device use has a significant negative impact on students. Behaviour problems related to mobile digital device use, as well as a reduction in engagement with learning in the classroom, have prompted a reflection on school procedures. In light of this, Hastings Secondary College is updating our 'Off and Away' phone procedures, to 'Off and Away All Day'.

## **Procedure statement**

Students at Hastings Secondary College will be required to have their mobile digital devices switched off and locked away all day.

## **Management/Implementation**

In order to implement this change equitably and efficiently, the school has undertaken the following initiative:

In partnership with Yondr, all students will be issued with a lockable mobile digital device pouch. Students will lock their pouch upon entering the school each morning, and unlock it again at the end of timetabled lessons. During the introduction of the Yondr initiative, detailed information will be issued to all students, parents and carers about the pouches and the school's management of these.

## **Normal operating procedures**

Mobile Phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID Number, 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.

Students are expected to use the unlocking stations located at the entrances to the school each morning as they enter to unlock their pouch, turn their mobile digital device off and place it inside the pouch. The device remains locked in the pouch throughout the day. At the end of the day students leave the school via the exit gates and use the unlocking stations to unlock their pouches.

No unlocked device is 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 locked at all times except when adding or removing their mobile digital device at the beginning and end of the school day.

### **Violations /Discipline Procedures -**

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

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose. (eg: bent pin or stripped lock inside the pouch).
- 2) Forgetting or losing the pouch.
- 3) Using their phone and earphones during school hours.

When a student chooses to disobey this behaviour expectation and are witnessed by a teacher to have a mobile digital device and/or earphones that has not been secured in a pouch during school hours, the following consequences will be enacted:

1. The teacher will send the offending student with their mobile digital device to the Deputy Principal to have it placed in a Yondr pouch. The teacher will then generate a phone incident in Sentral.
2. The student will be handed a receipt from the Deputy Principal to say their mobile digital device has been handed in.
3. The Deputy Principal will review the Phone Incident in Sentral and;
  - a. Phone+Pouch will be confiscated and parent/guardian will be notified immediately.
  - b. Student's parent/guardian must come to the school to pick up their child's phone and a warning to suspend if it occurs again.
  - c. If damaged -a replacement pouch may be assigned. The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$10 fee to replace the damaged school property.
4. If a student refuses to take the mobile digital device to the Deputy Principal, teachers should send a separate student to a Head Teacher, Deputy Principal and finally Principal for assistance, if required. This action will result in suspension with disciplinary action being at the discretion of the Principal.

### **What happens to mobile digital device handed to the Deputy Principal?**

Mobile digital devices are considered the property of the student/parents/carers and are placed in a Yondr pouch in a secure section in the Deputy Principal's Office. Parents will be able to collect their phone at the end of the school day.

## **New enrolments / Signing out**

Once a student's enrolment is confirmed, they will be assigned a Yondr pouch. The Yondr pouch will remain the property of the school, therefore, students signing out or transferring to another school will be asked to return their Yondr pouch.

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

Students who arrive late to school will access the unlocking station at the front office, turn their mobile digital device off and place it in the Yondr pouch prior to signing in at the attendance window. Students who need to attend appointments or are signed out by parents/carers will be able to access an unlocking device at the front office as they leave the school grounds.

## **Break Times**

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

## **Bus duty**

When leaving school in the afternoon, students will be able to unlock their mobile digital device via the Bus Bay unlocking station.

## **Sport (off-site)**

Mobile digital devices should remain locked in the pouches during sport time. Staff supervising sport offsite will be required to take a mobile unlocking station with them so that students not returning to school can unlock their pouches before leaving sport.

## **Damaged or lost pouches**

Students who have lost or damaged their pouch are not to bring their mobile digital device to school until they have organised a replacement pouch. If the students' mobile digital device is sighted, the procedure outlined previously will be followed. Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch. The school will keep a float of reserve pouches.

Students who need their mobile digital device before or after school but have damaged or lost their pouch must hand the mobile digital device to the Deputy Principal each morning where it will be kept in a secure location according to the procedures outlined previously.

## **Teaching using BYOD**

Hastings Secondary College does recognise Digital Devices as a learning tool. Teachers are encouraged to book other 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 access or collect an unlocking station from the front office. The teacher must ensure that mobile digital devices are only out of their pouches for the duration of the activity. The unlocking station must be returned to the front office at the end of the lesson.

## **Yondr Inspections**

At various times during the year, all students' Yondr pouches will be inspected to ensure they are still fully functional. It is the student/parent/carers' responsibility to replace the pouch if it is damaged at a cost of \$10 per pouch.