

# Moruya High School

## YONDR Strategy Procedures

### New enrolments / Signing out

Once a student's enrolment is confirmed they will be assigned a Yondr pouch through the (front office / uniform shop). The student's name will be written on the pouch.

Students who leave the school without signing out should still return their pouches. Letters should be sent similar to the Library procedures. Person responsible. Year 12 students will need to either hand in their Yondr pouch or pay the \$10 lost fee before purchasing their formal ticket.

### Normal operating procedures

Students are expected to use the unlocking stations on the external fence each morning as they enter to unlock their YONDR pouch and place the phone inside. The phones remain locked throughout the day. At the end of the day students leave the school via the gate and once at the exits to school grounds use the unlocking stations to unlock their pouches.

No unlocked phone is permitted on school grounds during school hours unless part of a specific learning experience. Student Yondr pouches should be closed and sealed at all-times except when adding or removing their phones at the beginning and end of the school day.

Students in the Support unit will follow a similar procedure except they will have their own unlocking station centrally located.

Initially Faculty staffrooms will be equipped with unlocking stations. Students may request their phone be unlocked temporarily but the phones must be immediately sealed again before the student returns to the playground or class. The front office will also be available for temporary unlocking.

### Other mobile devices.

All technology devices not part of the BYOD framework are banned from school. This includes wireless earbuds which are of unacceptable value and easily lost or stolen. When sighted these devices should be acted on in the same manner as mobile phones.

### Recess / Lunch

Phones are to remain locked on school grounds at all times. When a teacher sees a student's phone during recess and lunch the teacher will be expected to follow the same procedures for **'When a phone is sighted'**.

### Staff Behaviour

Initially teachers and support staff are asked to not have their phones out during class. Teachers who can administer their classes without their phones are invited to participate in the program and have their phones in Yondr pouches in front of students. Staff that are required to have access to a phone at all times would include the Principal, Deputy Principal, Head Teacher Support Unit, General Assistant, TSO/Ag assistant.

Teachers are expected to make calls from their staffrooms or A Block during breaks.

### Excursions/Sport

Phones are an important safety device. Phones should not be locked in pouches where students will be off site for a substantial time or unlikely to return to school at the end of the activity.

## Counsellors / Social worker

In consultation with the social worker, AEO and Counsellors, unlocking stations will not be provided in those offices. If the Counsellor, Social Worker or AEO judge a student's phone urgently requires unlocking the supporting staff will take the student to a Deputy office OR the front office for the phone to be unlocked. The phone then must be locked again before the student returns to the playground or class.

## When a phone is sighted by staff

The teacher must ask the student to take their phone to the front office. Students who return to the classroom will have a receipt from the front office showing that they have handed over their device.

If the student refuses the teacher may:

1. Provide uptake time in line with other strategies to allow the student to meet the schools expectations and then,

Either

2. Send the offending student with their phone to the front office to have their phone placed in the school safe  
OR  
Send a separate student to a Head Teachers or Deputies and finally Principal for assistance collecting the phone

Please note the following:

- If a student refuses to hand over their phone the student will be issued a formal caution of suspension in line with current procedures and contact will be made home. Suspension could result from further disobedience.
- Repeated bringing of phone regardless of willingness to hand phone over will also result in formal caution of suspension.
- The Principal will permanently ban a student from bringing their phone to school if they continually fail to meet the school's expectations. In this situation the Yondr pouch will be returned to the school until the ban has been lifted. \$10 lost damaged pouch fee will apply if the pouch cannot be produced on request.

Students who return to the classroom will have a receipt from the front office showing that they have handed over their device.

## What happens to taken phones?

Phones are considered the property of parents and guardians and are placed in the school safe. Parents and guardians will be contacted and asked for advice on how, when and who to release the property. Phones will not be released to the students. Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 3.15pm or a pre-organised sign out time.

## 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 it will follow the procedure outlined above. Students are required to pay a nominal 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 hand the phone to the front office each morning where it will be kept in the school safe according to the procedures listed above.

## Teaching using BYOD

Moruya High School does not recognise Mobile Phones as BYOD devices due to their small screen, potential risk of eye strain and future litigation. Teachers are encouraged to book their classrooms into one of the 4 computer spaces OR use the laptops that are located in each building.

If no other alternative is suitable then teachers can 'borrow' an unlocking station from the front office. Students will be instructed to unlock their pouches at the beginning of the activity. The teacher must ensure that they leave enough time for all students to relock their devices at the end of the lesson and that the phones are only out of pouches for the duration of the learning activity.

## Evacuation/Emergency

The unlocking stations should be taken to the assembly point. Students should only be allowed to unlock their phones during a genuine evacuation. Students must be sitting A-Z in roll lines with their attendance checked before phones will be unlocked. This is to be done roll by roll without students standing or walking around.

In the event of a natural disaster, for example flooding, the principal may decide to have students unlock their phones to ease communication with families.

## Yondr Inspections

At points during the year all students' Yondr pouches will be inspected to ensure they are still functional. Student will be given a week's notice prior to the inspection date to prepare. A half price amnesty on pouches will be held 3 days before the inspection to help families meet the school's requirements.

As the students enter the school grounds in the morning all students will be asked to present their Yondr pouches. Primary focus will be on function and obscene graffiti. Student's pouches that cannot be quickly unlocked and locked will be either surrendered and billed OR replaced as determined by a nominated staff member.

Students who do not have their case on them are to be handed the parent survey letter. Students have 1 fortnight to return the letter to the school. In a fortnight's time a staff member needs to check each off those 'forgetful' students and follow up with further action, parent notification etc.