

# South Grafton High School

Our school values excellence and innovation

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Mobile Digital Device



Policy and Procedures

Updated:  
Term 2, 2023

## **Context**

South Grafton High School is a rural, comprehensive, coeducational high school. A significant number of our students are from low SES backgrounds and 24% identify as Aboriginal or Torres Strait Islander. 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 Positive Behaviour for Learning (PB4L) values.

Our school provides learning environments that cater for individual student learning needs, as well as opportunities that allow all students to develop to their full potential. We have four MC classes, an ED class and a Tutorial class.

At South Grafton High School, 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 caring environment. We believe that through cooperation and respect for each other, we can all achieve great things. South Grafton High School 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, prompted a reflection on school procedures. Considering this, in Term 1, 2020, South Grafton High School updated its 'Off and Away' phone procedures, to 'Off and Away All Day'.

## **Procedure statement**

Students at South Grafton High School are 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.

## **Normal operating procedures**

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. Please note that other digital devices including, but not limited to, wireless speakers, headphones and earbuds/airpods are considered a 'mobile digital device' under these procedures.

## **Discipline Procedures - When a mobile digital device is sighted by staff**

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

1. The teacher will highlight and discuss this breach of procedure with the student and 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 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. *On the first occasion:* The student will be spoken to by the Deputy Principal. It will be explained that this is their first warning. A negative Phone Incident entry will have been recorded in Sentral against their name.
  - b. *On the second occasion:* The student will then be placed on an Executive Level (Formal Caution- Warning of Suspension). The student will be spoken to by the Deputy Principal, a phone call home will be made, and a Formal Caution letter generated and sent home.
  - c. *On the third occasion:* The student's behaviour would be consistent with the guidelines for 'unacceptable risk to health and safety, learning and/or wellbeing' and a suspension will be issued.
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 may result in suspension with disciplinary action being at the discretion of the Principal.
5. Parents/carers may receive an SMS detailing that their student has breached the school's Mobile Digital Device Policy and Procedure when this occurs.

## **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. Students 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 student, therefore, students signing out or transferring to another school will be able to keep 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 gate, 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 gate 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**

South Grafton High School does not recognise mobile digital devices as a necessary 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 collect an unlocking station from the school's 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.