Guyra Central School

Phone and Student Laptop Procedures

Section 1 - Mobile Devices

Devices covered under the policy:

- all mobile phones and smartphones
- all smart watches and apple watches (fitbits excluded)
- all iPads and tablets
- all wireless earphones
- games and any other gaming device e.g. DS, Gameboys and Nintendos
- Ipods and MP3 players.

Rationale

Guyra Central School understands that mobile phones are an important part of many young people's daily lives and parents/carers may require their children to have a phone for a variety of reasons including safety and ease of contact. However, mobile phones have the potential to cause significant disruption to learning, safety and the efficient operation of the school. This policy refers to mobile phones, however, the term also incorporates the use of other electronic devices including, but not limited to, iPods, smart watches, game consoles and wireless headphones.

The NSW Government states that students are not allowed to use mobile phones at school, including during recess and lunch. This statewide ban for secondary schools has been in place since the beginning of Term 4, 2023.

Mobile phones for Primary students

Primary students are not permitted the use of mobile phones during the school day OR to have them on the premises.

Mobile phones use for Secondary Students

Mobile phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a person Yondr Pouch. While the Yondr Pouch is considered school property, it is the students' responsibility to ensure that the Yondr pouch is being used correctly and is free from damage.

This document will outline the procedures for the use of Yondr pouches at Guyra Central School. It will also detail the process that will be followed if students do not adhere to the Mobile Phone expectations.

New enrolments/ Signing out

Once a student enrolment is confirmed they will be assigned a Yondr pouch through the office.

Students who leave the school are expected to return their Yondr pouches. A reminder letter will be sent similar to the overdue books. Year 12 students will need to either hand in their Yondr pouch or pay the $10 lost fee before purchasing their formal ticket.

Portable gaming consoles etc.

All technology devices not part of the Bring Your Own Device (BYOD) framework are banned from school. This includes Air Pods and all wireless earphones 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.

Digital Devices in Schools Procedure

The process for the correct use of Yondr pouches are as follows:

Beginning of Roll Call: Teachers to check Yondr cases are locked. NOTE: Phones are expected to be locked in the cases prior to roll call. Roll call is the time to check they are locked. Phones are expected to be in Yondr cases upon arrival at the school.

As students enter their Roll Call, they will:

1. Present their phone for inspection within the Yondr pouch. IF PHONE IS NOT ALREADY WITHIN THE POUCH AT ROLL CALL:
2. Turn their phone off or put in on aeroplane mode
3. Take their assigned pouch, place their phone inside the pouch and securely close it
4. Store the pouch in their school bag. Each student will maintain possession of their mobile phone inside their Yondr pouch for the duration of the school day.

If a student arrives at school late, they must lock their phone in their pouch before leaving the office.

End of Period 5: As student exit their last class for the day, after the final bell has rung they will:

1. Unlock their pouch using an Unlocking Base as they exit the school
2. Remove their phone from the pouch once off the school grounds.

If a student is signing out from school early, they will unlock their pouch at the office. If a student attempts to access the Unlocking Base before they have been instructed disciplinary action will be taken.

Normal operating procedures

Students are expected to use the unlocking stations each morning as they enter to unlock their pouch and place the phone inside. The phones remain locked throughout the day. At

the end of the day students leave the school and once outside school grounds may access their devices.

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 locked at all-times except when adding or removing their phones at the beginning and end of the school day.

The office will be available for temporary unlocking in the unlikely event that a phone needs to be accessed during the school day.

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'**.

Early Leavers

Students who leave school early will be able to lock and unlock their phones via the office upon signing out.

Distance Education

Negotiated exemptions can be sought for calls that are required for Distance Education, ONLY when the phone in the study room in the library is unavailable. Students must speak to a staff member to organise the phone to be unlocked and then relocked at the conclusion of the call.

Staff use of mobile phones

There will be times throughout a lesson where teachers and support staff may need to access their mobile phone for the performance of their duties, including marking the roll and contacting the office. Teachers and support staff will not use their phones for personal reasons during class time.

Excursions

Guyra Central School recognises that phones are an important safety device. However, excursions are still school events and the regular school rules apply in relation to the usage of phones during day excursions. For excursions occurring outside school hours, it will be at the discretion of the Principal, in consultation with the excursion coordinator on whether phones will be permitted and to what extent.

Counsellors / Social Worker

If the Counsellor, Social Worker or AEO decides a student's phone urgently requires unlocking, the supporting staff will take the student to a Deputy office or the office for the phone to be unlocked. The phone then must be locked again before the student returns to the playground or class.

Procedure for Digital Device Non-Compliance

When a phone is sighted by staff

The teacher must ask for the phone to be handed over immediately.

First warning: (check Student records of Sentral to confirm which warning they are up too).

OPTION ONE: If the student is compliant and has in their possession their personal Yondr pouch they can put the phone in the pouch. The student is issued with a first warning and (to be recorded on Sentral).

OPTION TWO: If the student refuses, is in any way non compliant or does not have a Yondr pouch the phone is to be taken to the office and parents or guardians contacted to collect the phone. A first warning is issued (to be recorded on Sentral) and an executive detention will be given.

If the student is non-compliant or will not hand over their phone, send a separate student to a Support Teacher, Head Teachers, Deputies and finally Principal for assistance collecting the phone in line with the school discipline policy.

Second Warning:

Phone is confiscated and taken to the office (regardless of compliance or possession of the Yondr pouch). Parents or guardians are to be notified to come to the school to collect the device. The student will be issued with a formal caution to suspend. This caution lasts for 50 school days from the date of issue.

Note: The principal can 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.

A student's first warning will remain with them throughout the year. Each time after this they will receive a caution to suspend.

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

What happens to confiscated 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 to. Phones will not be released to the students. Where contact cannot be made with the parent and or guardian the phone will be kept in the safe until a time when the parent or guardian can attend the school to collect the device.

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. The school will keep a minimum float of 50 reserve pouches.

Students who need their phone before or after school but have damaged or lost pouches can hand the phone to the office each morning where it will be kept in the school safe according to the procedures listed above.

Teaching using BYOD

Guyra Central School does not recognise Mobile Phones or other banned technological devices as BYOD devices due to their small screen, potential risk of eye strain and future litigation. All students have the opportunity to access school-issued laptops for their learning as part of Guyra Central School's technology program.

In the event that mobile devices are needed for a class learning activity, teachers can 'borrow' an unlocking station from the 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 are to be taken to the emergency assembly point. Students should only be allowed to unlock their phones during a genuine evacuation e.g. not a practice 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. Students 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 may 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 of those 'forgetful' students and follow up with further action, parent notification etc.

Section 2 - Student DET Laptops

Devices covered under the policy:

- Department of Education Laptops provided to GCS students

Rationale

Guyra Central School understands that access to a laptop is critical to student learning. This is especially true as GCS students are engaged in a variety of external programs (TAFE, Distance Education and Aurora). GCS also recognises that we are part of a community which has many families that would qualify as low socio-economic status and a BYOD policy would leave many at a disadvantage. The ability to provide a laptop for all students 7-12 was determined to benefit all GCS students.

Laptop Allocation

To qualify for the allocation of a laptop the following is required……

- both parent & student must read, agree to and sign the Student Laptop Agreement (Appendix A). This outlines the procedures and responsibilities for all students.
- students must complete the Cyber-Safety module

Laptop Ownership

Laptops remain the property of GCS and can be taken without notice for checking, investigations, maintenance or due to failure of students to follow the Student Laptop Agreement or for any reasons as determined by the Principal.

Laptops are not to be taken home under any circumstances. A separate pool of laptops is available for home use in circumstances where this is appropriate and can only be approved by the Principal.

Laptop Daily Processes

- Students collect their laptop in Roll Call.
- It is their responsibility during the day and must be kept in its protective case until it is needed for classroom activities.
- Students should not have their laptops out unless they have been instructed by their teacher that the device is needed for their learning.
- Students will attend afternoon Roll Call at 3:10 every day and return their laptop to their trolley for charging overnight.

Late Arrivals

All students are expected to be at school ready for the morning roll call at 8:55am. In some circumstances, students may be late for legitimate reasons. In this instance, students should sign in at the office and then locate an executive member to get their laptop for them.

If a student is late to school with no legitimate reason, they will need to wait until the break and then find an executive member to assist them in getting their laptop.

Students are not permitted to disrupt other classes to get their laptop after lessons have started.

Early Leavers

If a student needs to leave school early (before the 3:10 bell), the student must leave their laptop at the office when they present to sign out. Students are NOT permitted to take their laptops home.

Procedure for non-compliance with Technology Agreement

1. Low Level Misuse of laptop in class (playing games, watching videos, unauthorised taking laptop home etc)

   First Offence in a term - class teacher manages

   Second offence in a term - executive detention

   Third Offence in a term - loss of laptop for a week

   Fourth Offence in term - formal caution

   Fifth Offence in a term - suspension

2. More serious misuse of laptop (VPN/Proxy, video, use of laptop for bullying etc)

   First offence- executive detention, loss of laptop for a week

   Second Offence- formal caution

   Third Offence - suspension

3. Most serious misuse of laptop

   Students can receive immediate formal caution or suspension for most serious behaviours related to their laptop. This can also result in a 2-week laptop ban.

APPENDIX A

Guyra Central School

Student Laptop Agreement

Purpose

Guyra Central School is committed to supporting student learning experiences within a highly functioning environment. The Student Laptop Agreement outlines the rights and responsibilities of students in relation to use of Guyra Central School Devices Laptops. This agreement facilitates the use of an individual student laptop that will be assigned to the student for educational purposes while at school.

NSW DoE Policies

Students must be aware of the following NSW DoE policy:
Communication Services: Acceptable Usage for School Students
(https://education.nsw.gov.au/policy-library/policies/pd-2020-0471)

The Guyra Central School Student Laptop Agreement should be read in conjunction with the above policy.

Related Resources

The following resources have been provided by the NSW Government for parents and students to understand technology use in schools:
Digital Citizenship (http://www.digitalcitizenship.nsw.edu.au)
E-Safety (https://www.esafety.gov.au)

Agreement (Version 2024/01)

1. *Purpose*

The device is to be used by the student it is assigned to for educational purposes at Guyra Central School during the school day.

2. *Equipment*

Ownership

- The school retains ownership of the laptop.
- The student must return the laptop to the charging station at the end of each school day
- Access to a student laptop may be terminated if there is damage caused by negligence or if the student does not use the laptop responsibly or return it to the charging station at the end of each day.
- Students must keep the laptop in its case when not in use during the day
- Students are responsible for the care of the laptop during school hours
- All material on the laptop is subject to review by parents and school staff. If there is a police request, Guyra Central School, and the NSW DoE will provide access to the device and personal network holdings associated with your use of the device.
- The laptop cannot be used outside of lesson time and must be kept in its protective case
- The laptop is to remain at school - it is collected at the start of each day and returned to the charging station at the end of the school day
- Any or all software installed on the laptop must be approved by the Computer Coordinator. Any unauthorized software installed will be considered a breach of the technology agreement.
- Use of any network other than the official detnsw is considered a breach of the technology agreement. For example the use of a mobile hotspot from a cellular device.

Damage or loss of equipment

- All laptops are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to Guyra Central School.
- In the case of suspected theft, a police report must be made by the family and an event number provided to Guyra Central School.
- Laptops that are damaged or lost, whether by neglect, abuse, malicious act, or any other means will require reimbursement. The Principal will determine:
    - whether replacement is appropriate
    - whether or not the student is responsible for repair or replacement costs
    - whether or not the student retains access to laptop use.

3. *Standards for laptop care*

The student is responsible for:

- Taking care of laptops in accordance with school guidelines.
- Adhering to Online Communication Services: Acceptable Usage for School Students policy. A link to this policy can be found on the first page of this agreement.
- Backing up all data securely.
- Keeping the laptop in its protective case during the school day

Student Laptop Agreement

Agreement for the use of student laptops

By signing this agreement, you verify the following:
I have read and understand the:

- Guyra Central School Student Laptop Agreement.
- NSW DoE Communication Services: Acceptable Usage for School Students policy.

I understand my responsibilities regarding the use of the laptop.
I understand that I accept responsibility for any costs associated with the repair or replacement of the laptop.
I understand that failure to comply with the Student Laptop Agreement could result in loss of access and use of this laptop and other technology at GCS.

Name of Student _____ Year _____

Signature of Student _____ Date _____

Name of Parent/Guardian _____

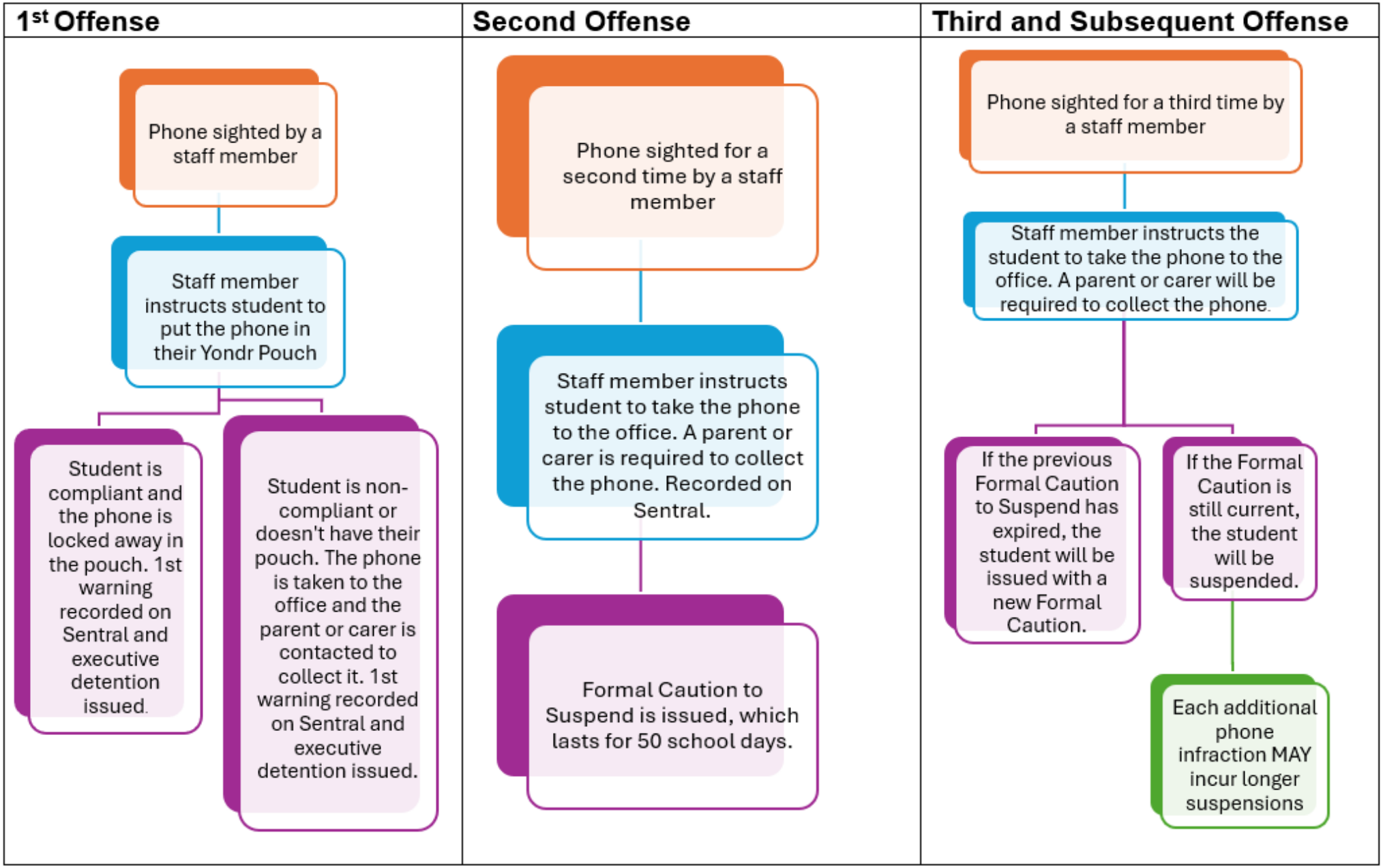
Signature of Parent/Guardian _____ Date _____

Please sign and return this page to:

Front office of Guyra Central School or via email to guyra-c.school@det.nsw.edu.au

For more information, please contact: Mr Lloyd 02 6779 0844

APPENDIX B – Misuse of Mobile Phone Procedures



APPENDIX C – Misuse of Laptop procedures

Low- Level Misuse (unauthorised games, videos, taking laptop home, etc)	Mid-Level Misuse (VPN/Proxy, use of laptop to bully, etc)	High-Level Misuse (serious inappropriate behaviour, etc)
RESETS EACH TERM 1st Offense - class teacher manages ↓ 2nd Offense - executive detention ↓ 3rd Offense - 1 week laptop ban ↓ 4th Offense - Formal Caution to Suspend ↓ 5th Offense - Suspension	**RESETS EACH TERM** 1st Offense - executive detention and 1 week laptop ban ↓ 2nd Offense - Formal Caution to Suspend ↓ 3rd Offense - Suspension	**RESETS EACH TERM** 1st Offense - immediate Formal Caution to Suspend or Suspension