



MOBILE PHONE POLICY

YONDR



Rutherford Technology High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing.

We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

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, 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.

PROCESS

Building Entrance - As students enter the school, they will:

1. Turn their phone off.
2. Unlock their empty Yondr Pouch using an Unlocking Base at the school Entrance/s.
3. Place their phone inside the pouch, securely close it and store in their school bag.

Each student will maintain possession of their phone inside their Yondr Pouch for the duration of the school day.

Building Exit - As students exit the building at the end of the school day, they will:

1. Unlock their pouch using an Unlocking Base at a school Exit/s.
2. Remove their phone from their pouch.
3. Securely close their empty pouch and place it in their school bag for the next day.

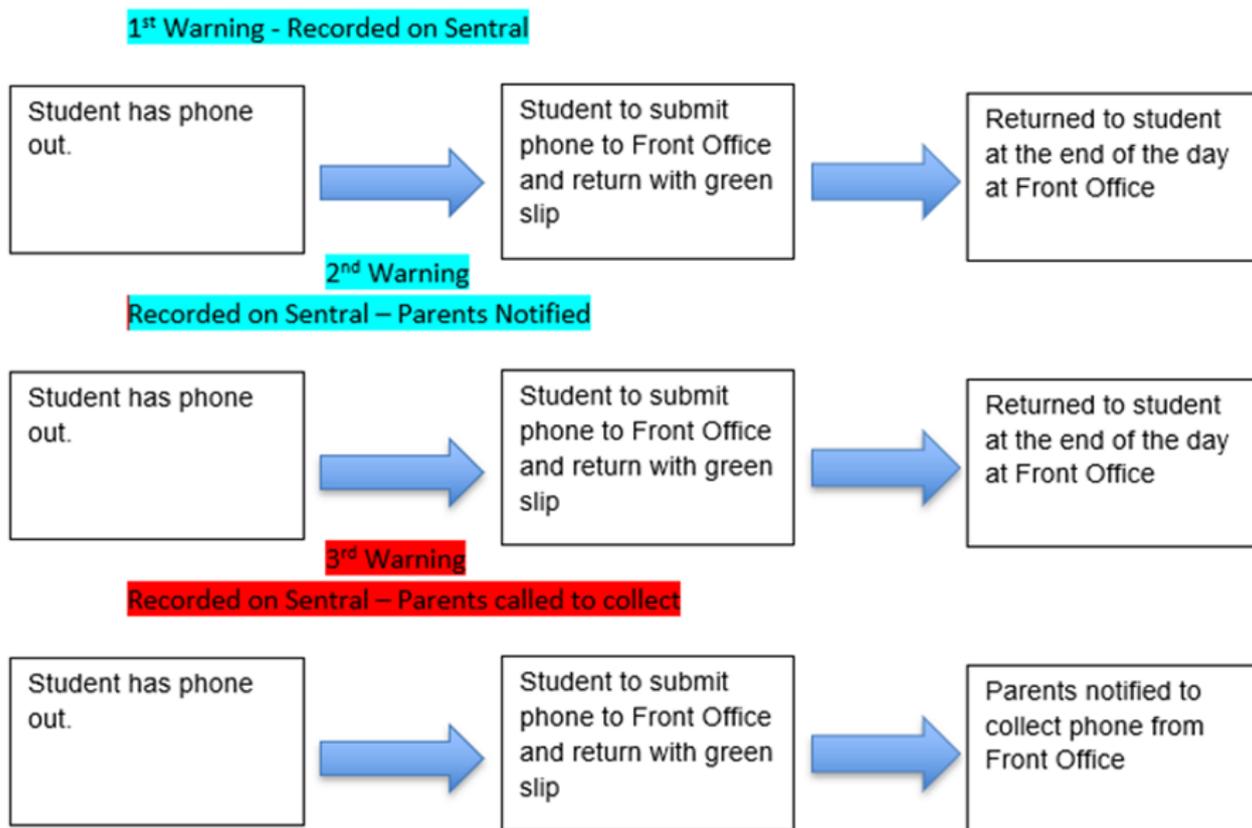
VIOLATIONS

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

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. *Eg.* discoloration, pen Marks, bent pin or stripped lock inside the pouch.
2. Forgetting or losing the pouch – phone will be left at front office.
3. Using their phone during school hours.
4. Other devices, such as laptops, tablets, headphones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.
5. All digital devices, not just mobile phones, should be used in safe, responsible and respectful ways.

DISCIPLINARY ACTION WHEN STUDENT HAS PHONE OUT

1. Student sent to front office to hand in phone. After a student hands phone to the front office they will return to class with a green 'Phone Returned to Front Office' slip. This will be used to notify the teacher that the phone has been submitted.
2. Upon **third warning a phone suspension of one week will be issued and the parent/carers will be notified and must come to the school to pick up their child's phone. The student's phone is to be** submitted to the front office each day during this time.
3. Once phone suspension has been completed the warnings system will begin again.
4. A suspension warning can be issued for continued disobedience as a result of repeated infringements of the school discipline code.



DISCIPLINARY ACTION IF A YONDR POUCH IS DAMAGED

1. Phone + Pouch will be confiscated, and parent/carer will be notified immediately.
2. Student’s parent/carer must come to the school to pick up their child’s phone and a replacement pouch may be assigned.
3. **Suspension Warning** for damage to school property.
4. Deputy Principal will notify the Business Manager. The Business Manager will invoice student and parents/carer via email and phone call for replacement Yondr pouch.
5. The student will only be allowed to bring a phone back to school if they or their parent/carer pay a \$25.00 fee to replace the damaged school property.

EXEMPTIONS DISCIPLINARY ACTION WHEN STUDENT CAUGHT WITH PHONE

Use of mobile phones will be permitted at first and second break and during class time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered exemptions.

Exemptions can be considered in other circumstances such as to maintain family connections in difficult circumstances.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents/carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the Principal’s discretion.

Students with exemptions will have the following:

- Phone Pouch Exemption Pass
- Flagged on Sentral Student Profile

Students and parents understand that phones **MUST** remain **‘Off and Away’** unless required for reasons outlined as part of the exemption.

Contact between students and parents/carers during the school day:

Should a student need to make a call during the school day, they must:

- approach the front office and ask for permission to use the school's phone.
- during school hours, parents/carers are expected to only contact their child/ren via the school office. A message will then be sent to the student.

RESPONSIBILITIES AND OBLIGATIONS

For students:

- Be safe, responsible and respectful users of mobile phones and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents/carers:

- Recognise the role they play in education their child/ren and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the School Community Charter.
- Switch off or put their digital devices on silent when at office school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers:

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - ▶ Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and department policy.
 - ▶ Identifying strategies to ensure that all students can engage in classroom activities including strategies to accommodate students without a digital device.
 - ▶ Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - ▶ Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with department policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, department policy and any statutory and regulatory requirements. This includes:
 - ▶ Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - ▶ Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - ▶ Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents/carers to understand strategies that promote their child/ren safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors:

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Students will be informed about this procedure through the School Website, School Bytes and Sentral Portal.

Parents/carers will be advised via the school newsletter.

COMPLAINTS

If a student, parent/carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/parents/carers about making a complaint about our school.

REVIEW

The principal or delegated staff will review this procedure annually.

