MOBILE DEVICES MANAGEMENT PLAN

Morisset High School Mobile-Device-Free School Policy

Purpose

Building a strong learning culture is a strategic focus of Morisset High School. In response to community feedback, Morisset High School is implementing a mobile-free learning environment, and the use of mobile phones and digital devices (including smart watches) will be restricted.

Morisset High School (MHS) acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. Our school community has also shown it recognises the negative impacts of mobile phones on learning, and the harm that can be caused if these tools are used inappropriately, and that as a community we need to support our students to use these devices safely, responsibly, and respectfully.

To manage the use of mobile devices at Morisset High School and as part of our school's Mobile-Devices Free School Policy, our students will use the Yondr mobile phone devices management system, and the restriction of use by students of smart watches and other mobile devices, unless they are approved to use the device as part of their learning for their individual learning plan.

Scope

Mobile phones, smart watches and Bluetooth-enabled headphones and ear buds are not to be used during school hours.

At the beginning of the school year, every student will be assigned a personal MHS Yondr Pouch with an ID Number. This is similar to when students are assigned a textbook by the school.

While the MHS Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day, even if they are not bringing a mobile device to school.

Students who bring mobile devices to school and have forgotten their Yondr pouch, and students wearing smart watches or who have other mobile devices at school, will need to give these devices to a Deputy Principal to be secured for the school day. Students can collect their devices before leaving school.

MOBILE-FREE SCHOOL POLICY

<u>Daily Process on School Days</u>

<u>Morning Procedures – When Student Arrive At School:</u>

Students will enter the school through the front gates only – gates near the bus zone, and school office – see the map on page 3.

This gate will be open until 8.55 am.

Deputy Principals and Head Teachers will monitor this entrance to assist students with securing their phones in the Yondr Pouches.

Malangba students who arrive at school by assisted transport will have access to a Yondr pouch locking station kept at the Malangba unit. This entrance will be monitored by Head Teachers and teaching staff.

GETTING TO SCHOOL
What do I do with my mobile phone ?

1 ENTER THROUGH MAIN ENTRY, NEAR BUS AREA. MALANGBA STUDENTS USING TRANSPORT ENTER THROUGH MALANGBA CAR PARK.

2 TURN OFF YOUR PHONE. PUT YOUR MOBILE, IN YOUR YONDR POUCH. **LOCK IT!** OUR DEPUTIES WILL BE AT HAND TO HELP YOU.

3 AT ROLL CALL, SHOW TEACHERS YOUR YONDR POUCH IS LOCKED. LAY YOUR PHONE ON GROUND IN FRONT OF YOU IN ROLL CALL LINES.

4 PUT YOUR YONDR POUCH, WITH YOUR MOBILE PHONE INSIDE IN YOUR SCHOOL BAG.

5 MOBILE PHONES STAY IN YONDR POUCHES UNTIL THE END OF THE SCHOOL DAY.

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As students enter the school through the front gates ONLY, they will:

1) Turn their phone, smart watch or ear buds off.
2) Unlock their empty MHS Yondr Pouch using an Unlocking Base at the School Entrance(s).
3) Place their phone inside the pouch, securely close it and store it in their backpack or school bag for the day.
4) At Roll Call students will display their Yondr Pouch with phone inside the pouch, for their Roll Call or for Head Teachers to check.
5) Once the check has occurred, the students will place the Yondr Pouch back in their bags for the remainder of the school day.

Entrance through the Front Gate (STUDENT ENTRANCE) – opposite the bus zone and Administration Office (see the map below).

Late Arrivals:
All students who arrive late to school will follow this process in the school office when they sign in for the day.

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

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Roll Call Checks

1) Head Teacher and Year Advisor assigned to year group check pouches every morning at roll call
2) Head Teacher will take note of any student who DOES NOT have a pouch for follow-up by Head Teachers and Year Advisor.

*** NB – If a student has forgotten their Yondr pouch but has brought a mobile phone, they will need to give the mobile phone to a Deputy Principal before school, they will be presented a laminated card that indicates they have done so. Students will use this card to collect their devices at the end of the school day.

Afternoon Procedures – When Students Are Leaving School for the Day

Students can exit the school through the front gates (student entrance), or from the gate outside the Itji-Marru Aboriginal Education Resource Centre.

Locking stations will be available for students in Quad 1 and at the gate near Itji-Marru, for students to unlock their phones from the Yondr Pouches before leaving the school grounds.

Malangba students can unlock their phones with locking stations in their learning area before exiting the gates via transport.

As students exit the school at the end of the school day, they will:

1) Unlock their Yondr Pouch using an Unlocking Base at the school exits.
2) Remove their phone from their Yondr Pouch.
3) Securely close their empty Yondr pouch and place it back in their school bag for use on the next school day.

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LEAVING SCHOOL
How do I unlock my Yondr Pouch?

1 — AT THE END OF THE SCHOOL DAY, GET YOUR YONDR POUCH OUT OF YOUR SCHOOL BAG.

2 — USE THE LOCKING STATIONS TO UNLOCK YOUR YONDR POUCH @
- QUAD 1
- ITJI-MARRU EXIT
- MALANGBA FOR STUDENTS USING ASSISTED TRANSPORT.

DEPUTIES AND TEACHERS WILL MON ITOR LOCKING STATIONS

3 — PUT YOUR YONDR POUCH BACK IN YOUR SCHOOL BAG, READY FOR THE NEXT SCHOOL DAY.

MHS

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Early Leavers:
If students are leaving school early (Exception: excused absence for a doctor's appointment in which case the student will unlock their pouch at the Front Office)

Items Left at the School Office:

Any items that have been left at the School Office (for example bike helmets or additional bags) can be collected by students from the COLA at the end of each school day.

Violations of Mobile-Free School Policy

Prevention of harm and removing obstacles and distractions to learning are the key drivers of this policy. When students fail to follow the daily procedures, their behaviours will be managed restoratively. There will be a staged response to their behaviour and continued failure to comply with the Mobile-Free School Policy.

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Below is a list of behaviours that will be considered a violation of the Mobile-Free School Policy.

1) Physical damage to the Yondr Pouch to circumvent its intended purpose. (For example, discoloration, pen marks, bent pin or stripped lock inside the pouch)
2) Forgetting or losing the Yondr Pouch.
3) Using their phone during school hours, including break times or any time they are on school grounds.
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) The use of digital devices, not just mobile phones, in unsafe, irresponsible, and disrespectful ways.

Disciplinary Action if a Yondr pouch is damaged or lost

This policy follows the Department of Education guidelines on how to manage student behaviours and will focus on the areas of Prevention, Early Intervention, Targeted Intervention and Individual Interventions.

1) A student's mobile phone, mobile device and Yondr pouch will be confiscated, and the parent/guardian will be notified immediately.
2) Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned.
3) The Department of Education has a procedure for schools to follow to manage student damage to school property
4) The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a **$20** fee to replace the damaged school property.

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The student fails to present pouch at Roll Call, but has phone

DP to follow up immediately with DP a Restorative conversation. DP to lock phone in box for the day and follow process as outlined in flowchart for non-compliance

HT gives names to relevant DP at roll call and has a Restorative conversation - compliance about bringing pouch to school

The student fails to present pouch at Roll Call, but no phone

HT gives names to relevant DP at roll call and has restorative conversation with student about bringing pouch to school

DP to follow up immediately with DP RAP. Student is reminded to bring pouch to school next day

The student has a mobile phone out in any part of the school at any time of the day.

Staff member to follow Restorative Practice principles. Staff member to contact Deputy Principal for follow-up with student and parents/carers.

DP supports student to restore their positive behaviour. As part of behaviour procedures, phones can be locked in school safe for parents to come and collect at their discretion.

Exemptions

Students who require the use of a mobile phone as part of their health care plan, for example, to monitor blood glucose levels, will be provided with a solution for them to access their mobile phone as part of their ongoing health care.

Exemptions to any part of this procedure may apply to some students in some circumstances. Parents and 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. Parents and carers are required to make an appointment with a member of the Wellbeing Team to make a plan, including the required adjustments and accommodations. The plan must be approved by the Principal.

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Communication during school hours

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; **or**
- ask the relevant Deputy Principal for permission to unlock their mobile phone, make the phone call and then lock the mobile phone back into the Yonder pouch. Storing the mobile phone must be supervised by a Deputy Principal.

During school hours, parents, carers, and employers are expected to only contact students via the school office. A message will then be sent to the student.

Responsibilities and obligations

For Students

- To be safe, responsible, and respectful users of mobile phones, mobile devices, and online services, and support their peers to do the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may 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 and Carers

- Recognise the role parents and carers play in educating their children and modeling the behaviours that underpin the safe, responsible, and respectful use of digital devices and online services.
- Support the 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 the use of online services with age and content restrictions.
- To communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.
- To switch off or put their digital devices on silent when at official 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.

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Complaints

If a student, parent, or carer has a complaint under this procedure, they should first follow our school's complaint process by sending an email to the school email address – morisset-h.school@det.nsw.edu.au. If the issue cannot be resolved, please refer to the Department's Guide for students/ parents/carers about making a complaint about our schools, available at: www.education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Review

The Principal or delegated staff will review this procedure annually.

Version Control
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