



FHS Mobile Device Procedure

Purpose

Our school policies are designed to support and grow student educational outcomes. We acknowledge the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. As technologies rapidly change, we must find a balance between those that give us an educational advantage and those that impede learning engagement. At Findon High School we are committed to supporting our students to use technology in responsible and respectful ways.

Scope

Mobile phones are not to be used during school hours, this includes camps and excursions. At the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID Number, 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.

Students not bringing their phone to school will be required to have parental documentation of this agreement and a Yondr pouch will not be allocated to them. (agreement form Appendix A)

Process

Arrival at school: As students enter the school, they will:

1. Turn their phone off.
2. Unlock their empty Yondr Pouch using an Unlocking Base at the entrance(s).
3. Place their phone inside the pouch, securely close it and store it in their backpack/locker.

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

Late students will complete this process as they sign in.

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

1. Unlock their pouch using an Unlocking Base at exit points.
2. Remove their phone from their pouch.
3. Securely close their empty pouch and place it in their backpack for the next day.

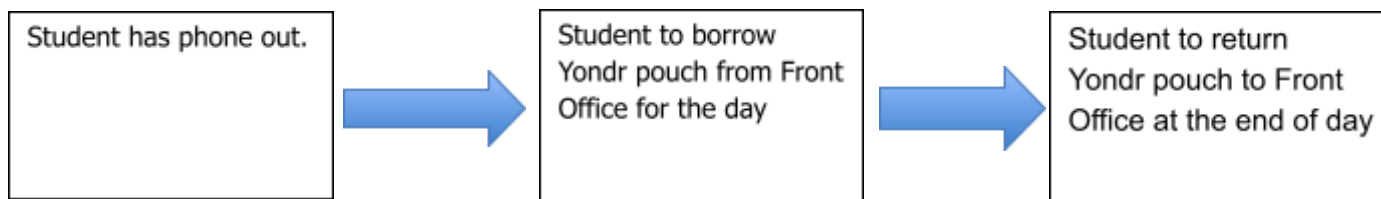
(Exception: planned/unexpected early departure - student will unlock pouch at the Front Office)

Issues

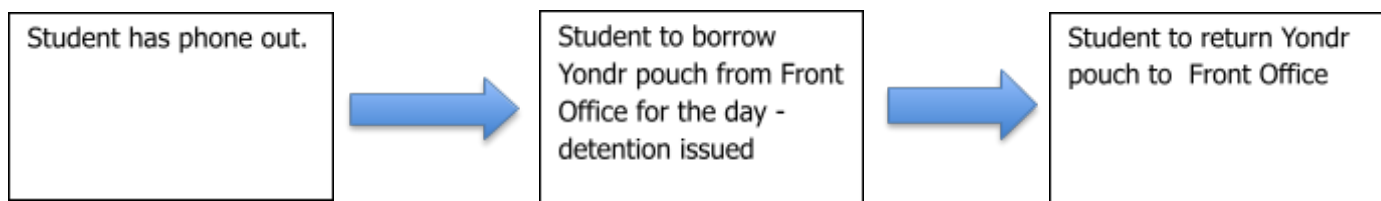
1. Student use of phone at school

If the mobile phone procedure is not adhered to, the flowchart below outlines the process for supporting student engagement.

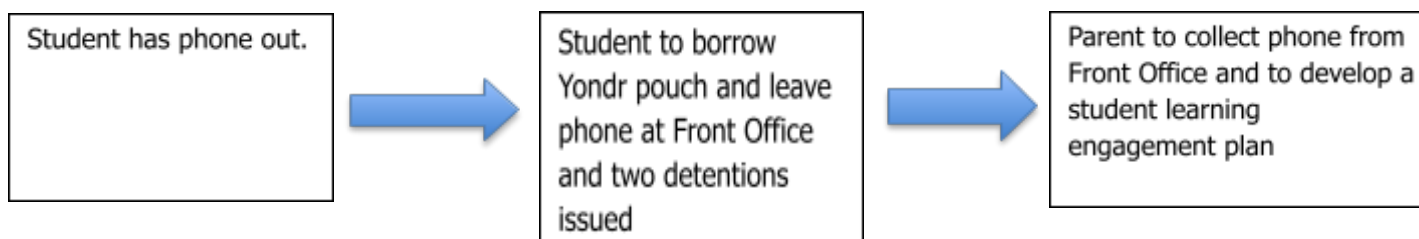
1st Warning - Recorded on Daymap and parents notified via Daymap email



2nd Warning - Recorded on Daymap, possible detention issued and parents notified via Daymap email



3rd Warning - Recorded on Daymap – Student learning engagement plan developed



Subsequent Warnings – individual consequences will be agreed in a parent meeting with leadership

2. Damage to the pouch

- School will invoice student and parents/carers via email and phone call for a replacement Yondr pouch.
- The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a [\$15] fee to replace the damaged school property.

3. Pouch left at home

- A replacement pouch for the day can be accessed via Student Services.

Exemptions

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 the Department for Education Policy, medical grounds or at the Principal/Deputy Principal's direction.

Exemptions will be supported by the following;

- Phone Pouch Exemption Pass
- Flagged on Daymap student profile via a phone usage plan - 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

- Students needing to make a call during the school day may use the school phone at Student Services.
- Parents/carers are expected to only contact their children via phone call to Student Services or student email.

Responsibilities and obligations

For students

- Be responsible 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.

- Respectfully communicate with peers, school staff and the school community and behave in ways expected of students as outlined in the Findon High School Mutual Obligations document.

For parents/carers

- Recognise the role they play in educating their children and modeling the behaviours that underpin the 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 as outlined in the Mutual Obligations document.

For school staff

- Deliver learning experiences that encourage responsible and respectful use of digital devices and online services. Including:
 - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
 - Identifying strategies to ensure that all students are able to 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 curriculum delivery, 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 departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession or distribution of indecent or offensive material to SAPOL 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 learning engagement plan process when responding to any incident of unexpected student behaviour relating to the use of digital devices or online services.
- Support parents/carers to understand strategies that promote their children’s safe, responsible and respectful use of digital devices and online services where appropriate.
- Participate in professional development related to appropriate use of digital devices and online services.

Communicating this procedure to the school community

Students and families will be informed about this procedure through the [Findon High School website](#), Instagram and Facebook.

Complaints

If a student or parent/carer has a complaint under this procedure, they should first follow our school’s complaint process by contacting your student’s Mentor Group teacher or a member of leadership. If the issue cannot be resolved, please refer to the department’s [guide for students/ parents/ carers about making a complaint about our schools](#).

Review

The principal or delegated staff will review this procedure annually.

VERSION CONTROL

Document No:	Effective Date:	Next Review Date:	Document Owner:	Version No:
FHS/FTC-XXX	09-12-2022	09-12-2024	PRINCIPAL	03



Appendix A

Student Phone Policy Agreement

The agreement below is intended to support your student to successfully implement the **Findon High School Mobile Phone policy**.

Please complete and return to your student's mentor group teacher to verify that your student will not bring a mobile phone to school.

I _____ acknowledge the Mobile Phone Policy of Findon
(parent name)

High School requires all students to place their phones in a Yondr Pouch for the duration of the school day, inclusive of all break times.

I support my student, _____ to leave their phone at home and
(student name)

request that a Yondr pouch not be provided for their use.

I understand that my student is not permitted to bring a mobile phone to school for any reason unless I revoke this agreement and request a Yondr pouch be allocated for the appropriate storage of their phone.

Signed: Parent/caregiver _____ Date: _____