

Grafton High School



Mobile Phone Policy and Procedures

Implementation Date:

Term 4, 2020

Updated: Term 3, 2021

Context:

Grafton High School is located on Bundjalung Country, and acknowledges the custodianship of the Bundjalung, Gumbaingirr and Yaegl peoples. It is a large comprehensive school community that offers an extensive curriculum featuring a large and diverse choice of subjects from Years 7 to 12, a well resourced and locally supported vocational education program (Years 9 to 12), a support unit comprising six classes catering for students with disabilities and specialised support for learners of all abilities. The school's selective classes commenced in 2010, with the school being the only semi-selective high school on the north coast of NSW.

At 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. Grafton High School students are encouraged to respect others, take responsibility for their own learning and behaviour, and to strive for excellence. 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 diminished engagement with learning in the classroom, have triggered a necessary reflection on school procedures. In light of this, Grafton High School is implementing a more stringent mobile phone procedure.

Procedure statement:

The use of mobile digital devices by students at Grafton High School is banned during school hours.

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 when exiting school gates for the last time at the end of the day. In very rare situations, where a mobile digital device is required as part of learning, unlocking stations around the school will be utilised by teachers. During the introduction of the Yondr initiative, detailed information will be issued to all students, parents and carers about the pouches and the school's management of these.

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 and place the phone inside. Phones must be turned off before they are pouched. The phones remain locked 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 when exiting school gates for the last time at the end of the day. Students are not to unlock their phones at one gate and move through the school using their phone even if it is after 3.15pm. The only students who are to use their phones on the school grounds are those students waiting at the Mary Street or Oliver Street Bus Bays while awaiting their bus at the end of the day after 3.15pm.

No unlocked phone 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 phones at the beginning and end of the school day.

To help enforce this policy, wireless bluetooth earphones (such as airpods) are banned from use at the school. If they are brought to school, they must be pouched with the students phone. If students need to use earphones as a part of learning activities while at school, they are to be wired earphones. Students are not to listen to music from a personal device unless granted a medical exemption. In addition, students are to keep their Yondr pouch in their bags and produce it on request even if they do not bring a phone to school.

Discipline Procedures - When a phone is sighted by staff:

When a student chooses to disobey this behaviour expectation, and are witnessed with a mobile digital device during school hours (and in accordance with the rules outlined in this document), the following consequences will be enacted:

- If a student is seen using a phone or it is out of their pouch, if the student has their pouch, they will be asked to attend the Front Office/Deputy Principal to pouch their phone.

OR

- If they do not have their pouch, they will be sent with their phone to the Front Office/Deputy Principal to have their phone placed in a secure location.
 - The student will be handed a receipt from the Front Office/Deputy Principal to say their phone has been handed in.
- The teacher will generate a negative Phone Incident in Sentral.
 - a. *On the first occasion:* The student will be spoken to by the teacher. It will be explained that this is their first warning, and a negative Phone Incident Sentral entry will be recorded against their name.
 - b. *On the second occasion:* The student will be spoken to by the teacher, who will inform the appropriate Faculty Head Teacher. The student will then be issued with a Formal Warning of Suspension letter. A phone call home will be made to accompany this.
 - c. *On the third occasion:* The student will be issued with a short suspension for continued disobedience. The teacher will inform the Head Teacher, who will inform the Deputy Principal to action the suspension.
- If a student refuses to hand the phone into the Front Office/Deputy Principal, assistance is to be sought from a Head Teacher, Deputy Principal or the Principal if required, for assistance collecting the phone. This action may result in suspension with disciplinary action being at the discretion of the Principal.
- A student will be placed on suspension again if they breach the mobile phone (digital device) procedures while they are on a Level 1 after returning from suspension for breach of the mobile phone (digital device) procedures.

What happens to taken phones?

Phones are considered the property of the student/parents/guardians and are placed in a secure section of the Front 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 by the Deputy Principal.

A student who is signing out of school will need to return their pouch as part of the process. Students who leave the school without signing out should still return their pouches. This will be recorded on the sign out sheet. Letters will be sent similar to the Library procedures. Year 12 students will need to either hand in their Yondr pouch on signing out of school or pay the \$10 lost fee.

Students arriving late or leaving school prior to 3:15pm:

Students arriving late or leaving early will be expected to follow the usual procedure of locking their phone, which is to be turned off, as they enter the school gate and unlocking it as they leave the gate. If they leave and return, the phone will need to be turned off and repouched.

Break Times:

Phones are to remain locked when on school grounds at all times. Phones are not permitted to be used during break time (i.e. lunch and recess). If a student is seen with their phone during break times, the usual discipline procedures will be followed.

Bus duty:

The only students who are to use their phones on the school grounds are those students waiting at the Mary Street or Oliver Street Bus Bays while awaiting their bus at the end of the day after 3.15pm.

Excursions/Sport (off-site):

Phones are an important safety device. There may be some long term excursions where students will be permitted to take their phones; however, this will be determined on a case by case basis. Staff who take a sports group off site are able to pick up a portable unlocking device to take with them if students need to use their phone in an emergency/if required while they are off site. If students are found to be using their phones without teacher permission during this time the normal disciplinary procedures will be followed.

KLA unlocking stations:

KLA staff rooms may be equipped with unlocking stations. These are only to be used if there is a need for educational purposes. However, this should be kept to a minimum and the use of Chromebooks and other school devices should be a first priority when available.

If a student needs to make a phone call for any purpose, they are to make contact with their Deputy Principal during break-times to organise this ahead of time.

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 sighted, the procedure outlined above is to be followed. Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch.

Students who need their phone before or after school but have damaged or lost pouches must hand the phone to the Front Office each morning where it will be kept in a secure place according to the procedures listed above until they replace their pouch.

Teaching using BYOD:

Grafton High School does not recognise mobile phones as a necessary learning tool. Teachers are encouraged to book other available technology resources.

If no other alternative is suitable then teachers can 'borrow' an unlocking station from their faculty Head Teacher. 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.