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INVERELL HIGH SCHOOL

Student use of Digital Devices Procedure

Introduction

This procedure guides student use of digital devices and online services at our school.

In June of 2018, the NSW Minister of Education announced an independent review into the non-educational use of mobile digital devices. In December of 2018, the NSW government announced that in response to the recommendations made by the review the use of mobile devices during school hours will be restricted in NSW public primary schools, and NSW public high schools can also opt into this restriction.

Inverell High School has opted into this restriction which will take effect starting Term 2 2021. The school will be utilising a system called YONDR, which utilises a pouch that is locked with a magnetic device in order to ensure mobile digital devices are not used on school grounds during the day.

What are Digital Devices

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, wireless earphones, air buds and other devices.

Emergency Contact

The school has always maintained a procedure of delivering urgent messages to students when parents have needed to contact their child. Similarly, students have been given access to a school phone to contact home in emergencies. This procedure of support will continue.

Student Responsibilities

- All mobile electronic devices will be turned off and locked in their YONDR pouch throughout the school day.
- Students must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring these devices to school do so at their own risk.
- If students are provided a facility to unlock their devices during class – they will use their mobile phone or other devices in a way that reflects the core values being taught at Inverell High School, including the values of respect and responsibility, care and fairness. They will also shut down and lock their device(s) back in their YONDR pouch as soon as that class has finished.
- Must not use mobile phones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or other text messaging system, photographic, video or other data transfer system available or for any illegal activity.
- Must not use mobile phones or other devices to store and then display at school any images/sounds that reflect badly on the name of the school or the school community.
- Must not use mobile phones or other devices to store and then display at school any offensive images/sounds that have been accessed through sites that would be banned at school.
- Must not use mobile phones or other devices to store and then use any material that would threaten the security of students or staff or school property, e.g. files that damage the school's computing network.

Consequences for inappropriate use

Inappropriate use relates to any of the items described above under, 'Student Responsibilities'. Students who are found with electronic devices, not turned off and not in a YONDR pouch are at risk of having their device(s) confiscated. Improper use of mobile phones or other devices may also result in disciplinary action including suspension, as determined by the school's discipline policy.

YONDR Procedures

1. New Students / Leaving Students

Once a student's enrolment is confirmed, they will be assigned a YONDR pouch as required through the Administration Office. The pouch number is unique and assigned to a particular student. Students who leave Inverell High School permanently are required to return their YONDR pouch prior to leaving.

2. Normal Operating Procedures

Students are expected to use the unlocking stations each morning as they enter to **unlock their pouch, turn their device off, place their electronic device inside their pouch and then lock their pouch**. The pouch must remain locked throughout the day. At the end of the day, students should proceed to the unlocking stations to unlock their pouches.

Unlocking stations will only be available until 08:50 each morning. They will be secured until 15:15, when they will again be made available. No unpouched device is permitted on school grounds between 08:50 and 15:20. Student YONDR pouches should be closed and locked at all times except when adding or removing their devices at the beginning and end of the school day.

The front office will also have its own unlocking station that can be used for late arrival/early departure unlocking by staff. All electronic devices that are not BYOD approved laptops are banned from school. This includes wireless earphones/headphones, wired earphones/headphones and smartwatches. When sighted these devices will be treated in the same manner as other banned electronic devices.

3. Unlocking Stations

Classroom teachers will be able to book out Unlocking stations to allow students use of their phones for educational purposes only. This is a privilege – not a right. Abuse of this privilege will restrict teacher's ability to book the unlocking stations in the future. All other unlocking stations will be located at school entry points and only be available for certain periods of the day.

4. Recess / Lunch / Breaks

Electronic devices are to remain locked in YONDR pouches on school grounds at all times.

5. Early Leavers

Students who leave school early will be able to unlock their devices at the staff supervised unlocking station, located at the Front Office.

6. Excursions

Phones are an important safety device. Phones should not be locked in pouches where students will be off site for a substantial time or unlikely to return to school at the end of the activity. This process will be at the discretion of the staff member supervising each excursion.

7. What happens to confiscated devices?

Devices are considered the property of parents and guardians and are placed in the school safe in a secured room (attached to front office). Parents and guardians will be contacted and asked for advice on how, when and to whom to release the property.

Devices may not be released to students. DP's will use their discretion if a parent/carer is not able to collect a device. Where contact cannot be made with the parent or guardian the device will be released to the student no earlier than 15:20 or at a pre-organised sign out time, as determined by a Senior Executive staff member.

8. 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 three days before the inspection to help families meet the school's requirements. As the students enter the school grounds in the morning, 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.

9. Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their device to school until they have organised a replacement pouch. If a student's device is seen, staff will follow the procedure outlined above.

Students are required to pay a nominal fee of \$20 for the replacement of the damaged or lost pouch. The school will keep a minimum float of fifty reserve pouches.

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

10. Evacuation / Emergency

Additional unlocking stations kept in the front office will be taken to the assembly point in the event of an evacuation. Students will only be allowed to unlock their devices during a genuine evacuation. Students must be sitting A-Z in roll lines with their attendance checked before devices are unlocked. Unlocking will be undertaken by staff after they have been directed to do so by the Principal.

11. Medical Use

In special circumstances, a student may be required by a physician to have an electronic device available so that they can self-monitor a condition, eg. diabetes. Where alternatives are not available, specific medical usage may be facilitated at school. Such need will be determined on a case by case basis and will form a part of that student's individualised Health Care Plan (HCP).

12. Tampering

Tampering with your YONDR pouch, or the YONDR system will not be tolerated in any shape or form. Attempts to thwart the system will result in disciplinary action.

13. Out of hours Unlocking Facility

A single unlocking station will remain available outside the school fence, adjacent to the front gate, after hours, in case students forget to unlock their YONDR pouch when leaving.



HOW IT WORKS

Yondr uses a patented system to create phone-free spaces for artists, educators, organizations and individuals.



1. POUCH

As you enter the phone-free area, your phone will be placed in a Yondr pouch.



2. LOCK

Once inside, the pouch will lock. You'll maintain possession of your phone at all times.



3. UNLOCK

To use your phone, step outside and tap it on any unlocking base.