

Toormina High School



Electronic Devices Policy

2020

Toormina High School - Electronic Devices Policy

Superseded School Policy Documents:

This policy replaces the following policies:

- Toormina High School Electronic Devices Policy
- Toormina High School iPad Policy

Rationale:

Toormina High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing and that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school. Students may also occasionally need to bring a laptop/iPad to school as a teacher approved learning tool.

While these and other similar devices can support student learning, their misuse can be very disruptive to teaching and learning and in some cases place themselves and other students at risk.

Toormina High School prepares students to use technology appropriately as part of the learning journey through courses in responsible digital citizenship, however mobile phones are not to be used during school hours unless requested by a teacher as part of an in-class activity.

This policy provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

From Term 2 2020, Toormina High School has partnered with Yondr, an American Company to remove mobile phone distractions from the classroom through the use of mobile phone locking pouches.

Aims:

- To ensure that we continue to have high expectations for all of our students.
- To ensure the safety and wellbeing of all students while in attendance at school.
- To provide opportunities for students to achieve success in the classroom.
- To improve quality teaching in the classroom through the removal of additional distractions.
- To assist students to take ownership and responsibility of their learning by removing additional distractions from the classroom.
- To provide opportunities for senior students to demonstrate responsible behaviour with regards to technology.

General Guidelines:

- If students bring personal devices to school (including mobile phones, laptops and iPads), they do so at their own risk. Students should keep these items safe at all times. The school will NOT be responsible for the loss or damage of these items.
- Mobile phones are to be kept in the student's allocated Yondr pouch while on school premises. Failure to do so may result in disciplinary action being taken and or the mobile phone being confiscated and/or banned from coming to school.

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- Students must not use personal devices to threaten, bully, intimidate or otherwise harass other people through any voice, SMS or text message, photographic, video or other data transfer system available on the phone or for any illegal activity. Such activities that occur during or outside school hours may incur disciplinary action and the police may be informed.
- Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography and the student's device has been unlocked from the Yondr pouch by a teacher for a specific purpose. Students who use any type of camera to record a dangerous activity, or fight or to invade the privacy of others by taking images without consent will incur disciplinary action and the police may be informed.
- Mobile devices etc. are not to be taken into examination rooms or assessment tasks under any circumstance. Failure to comply may result in the cancellation of the examination or the assessment task for the student(s) involved.

Mobile Phones (including Smart Watches) and Yondr:

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.

1. The Yondr Process

School Entrance (beginning of the school day): As students enter the school, they will:

- Turn their mobile phone off.
- Unlock their empty Yondr Pouch using an Unlocking Base at the School Entrance(s).
- Place their mobile phone inside the pouch, securely close it and store in their backpack.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day. Late students will do this process at the Office prior to moving to class.

School Exit (end of the school day): As students exit the building at the end of the school day, they will:

- Unlock their pouch using an Unlocking Base at a School Exit(s).
- Remove their mobile phone from their pouch.
- Securely close their empty pouch and place it in their backpack ready for the next school day.

2. Leaving school prior to the normal end of the school day

In the event that a child needs to leave school prior to the end of the school the child will unlock their pouch at the Office as part of the sign out process. This includes senior students.

3. Senior Students (Year 11 and 12)

Senior Students in Years 11 and 12 will be able to unlock their pouches during recess, lunch and study periods in the Library for personal use, however they will be required to be relocked prior to returning to class or leaving the Library. Senior mobile use will be reviewed regularly to determine the continued need for senior students to use the Yondr pouch.

4. School actions for non-compliance

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

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- Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- Forgetting or losing the pouch.
- Using their phone during school hours.

If a student's mobile phone is confiscated by the school, parents/carers will be contacted and will generally need to attend the school to take the mobile phone home.

5. Disciplinary Action

Appropriate disciplinary action in line with the NSW Department of Education's [Suspension and Expulsion Policy](#) will apply. Additionally, the students:

- Mobile phone and/or pouch will be confiscated and parent/carer will be notified immediately.
- Student's parent/carers will be requested to attend the school to pick up their child's mobile phone and/or a replacement pouch.
- Students may be banned from bringing a mobile phone to school.

Continued non-compliance with Toormina High School's Electronic Devices Policy may lead to warning of suspension and/or suspension from school.

In the event that the Yondr Pouch is deliberately damaged, the child will only be allowed to bring a mobile phone back to school if they or their parent/carer pay a replacement fee of US\$12.00 (approximately A\$18.00) to replace the damaged Yondr Pouch.

6. Emergency Contact

If a parent/carer needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a written message will be sent immediately to the student.

If a student needs to make emergency contact with a parent/carer they can do so through the school's main office.

Students can also discuss the need to contact persons other than parents/carers such as employers to check shifts etc. with their relevant Year Deputy Principal who can arrange for the Yondr Pouch to be unlocked to facilitate the contact. At the conclusion of the contact the mobile phone would need to be relocked in the Yondr Pouch.

Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or deputy will direct them to the front office.

Laptops and iPads:

Toormina High School has a significant supply of student use laptops for use by students in the classrooms and Library. Some students are issued Laptops by the school as part of an Educational Support Plan. Senior students who bring their own device (BYOD) will be permitted to connect to the school network during study periods etc. Students with an Educational Support Plan will be permitted to connect to the school network. Students in Years 7, 8, 9 and 10 will generally not be permitted to access the school network on their BYO Device.

School devices have access to the internet and can be used under teacher supervision in classes and the Library as part of the students learning program. Students who misuse school technology, deliberately damage the device, harass or bully others or access inappropriate websites may have their access to the internet and school network suspended and further disciplinary action in line with the Department of Education's Suspension Policy applied.

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Exemptions:

A small number of students will be exempt from having to use a Yondr Pouch for all or part of the day, however these students will be required to keep their phone out of view and on silent at all times.

Students who may seek exemptions include:

- Students who use a mobile phone in managing a medical condition such as diabetes or a disability.
- Students with an Educational Support Plan that specifies the use of a mobile phone in class is required in supporting the students learning. Parents/carers may be requested for medical evidence to support this request as part of the planning cycle for the student.

An exemption to support a significant issue generally around a student's safety or supporting an ill parent or carer where contact is extremely necessary may be granted in consultation with the Deputy Principal or Principal.

Students who have an exemption will be provided with an exemption pass that must be carried at all times by the student. It is the child's responsibility to provide the pass to staff when requested. Failure to provide the pass to staff when requested may mean that students may be treated as if they do not have a pass.

Parents and carers may request an exemption to the procedures around mobile phones (including Smart Watches), Laptops, iPads and other Electronic Devices. These requests will be considered on a case-by-case basis by the principal.

Borrowing of school owned technology:

Parents/carers can request the short term borrowing of school-owned digital devices for student use outside of school for homework and assignments at any time, however, it is not possible for Toormina High School to meet all requests. Any requests need to be made in writing to the relevant Year Deputy Principal for consideration.

In the event of a circumstance such as the COVID-19 quarantine requirements, the school-owned digital devices may be removed from the classrooms or the library to support student learning at home. In such circumstances the Principal may instigate a student loan out program to enable students to complete their school work from home. At all times the devices remain the property of the school and must be returned to school at the required time or as requested.