



Mobile Phone Policy

Supporting deep learning and student wellbeing

Collaborating to
empower learners

Purpose

The implementation of the YONDR Program at Callaghan College Waratah Campus is designed to support students to use mobile phones, and adjacent technology in a responsible and ethical manner. It provides a 'phone-free' space which encourages students to develop the skills to interact positively with their peers and teachers, and to fully immerse themselves in the learning process.

Scope

This document outlines the policies and procedures which underpin the management of the YONDR Program, providing a consistent framework for the use of mobile phones in the school environment.

The YONDR pouch system will be in place throughout the school day from 8.15am to 2.55pm and covers access to mobile phones 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 identifies that mobile phones are not considered an appropriate device under the Department's BYOD policy.

Our School's Approach

To support students in the development of positive relationships, social skills, learning habits and overall health and wellbeing, Callaghan College Waratah Campus has implemented the YONDR pouch system to create a 'phone free' space for students whilst at school or when engaged in school-based activities. This is the same system utilised at many venues worldwide, including concerts, restaurants, social functions and industries and is designed to increase engagement in the activity or event.

At Callaghan College Waratah Campus, we recognise the potential impact of mobile phones on student learning outcomes, social skills and overall wellbeing. Whilst mobile phones can be used as a convenient tool for communication and access to information, they can also become unwelcome distractions, discourage the development of essential social skills and isolate young people from their peers. In some instances, this can lead to social conflict, sleep deprivation, mental and other health challenges.

The decision to implement the YONDR Program is based on evidence and has been made in collaboration with the Callaghan College P and C and teaching staff. YONDR recently surveyed over 900 school partners to measure the effects of creating phone-free educational environments. These schools achieved notable progress in multiple areas:

- 65% of schools saw an improvement in academic performance
- 74% of schools saw an improvement in student behaviour
- 83% of schools saw an improvement in student engagement in the classroom

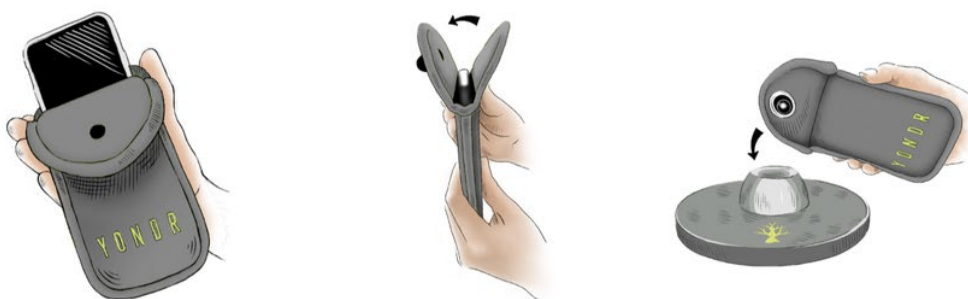
Callaghan College Waratah Campus is a Laptops for Learning (BYOD) school with Canvas as our primary online learning platform. The Department of Education supports the use of laptop computers for learning and does not endorse mobile phones as an alternative Laptops for Learning (BYOD) device. At times students may be asked to use their phone as a learning device in a specific class – the class teacher will use a handheld magnet to unlock pouches for this purpose and will re-lock them at the end of the learning activity. The main device for learning at Callaghan Waratah is a laptop. For further information on the recommended specifications for Laptops for Learning (BYOD) devices at Callaghan College Waratah Campus, please refer to the Laptops for Learning (BYOD) User Agreement available from the *Technology and Online Learning* page of the Callaghan College Waratah Campus website.

All students enrolled at Callaghan College Waratah Campus will be allocated a YONDR pouch free of charge. Students enrolling throughout the year will be allocated a pouch as part of their enrolment. If this is damaged or lost a replacement cost of \$15 will be billed to parents/carers.

How YONDR works?

HOW IT WORKS

Each phone is placed into a Yondr Pouch that locks when it is closed. Guests flow into and out of the designated phone-free space — as guests enter, secure their phone in a pouch and unlock their pouch as they exit.



Student Expectations

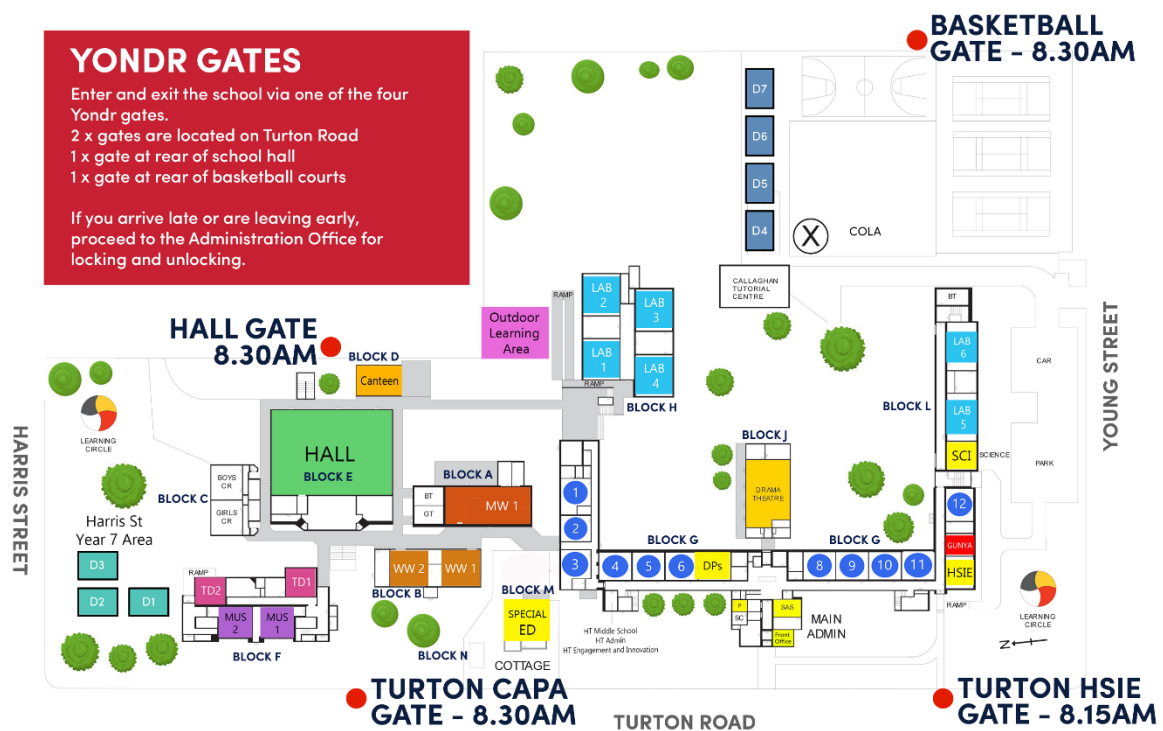
Each student will be allocated a uniquely numbered pouch and expected to have their phone **SWITCHED OFF** and secured in the pouch for the duration of the

school day. Pouches are not to be marked in any way so they can be re-allocated in the future. Students are not permitted to have headphones, airpods or earbuds that connect to their device via Bluetooth. These need to remain at home, as do any gaming devices. For students who attempt to communicate via the use of a smart watch, these will be managed by staff the same as an un-pouched device.

The expectation is that students follow the process below when entering and exiting the school:

- Place phone switched off in the pouch upon arrival and press the locking pin to secure device for the duration of the school day
- Pouched phones are checked during Period 1 when roll is marked
- Unlock pouches at one of the unlocking stations as students depart for the day

At the beginning of the school day, students will be required to lock their phone into their pouch. Staff will be on duty at the 4 designated gates to welcome students and assist in the locking process (see map below). The Turton Rd (HSIE) Gate will be open from 8:15am and the other 3 gates will open from 8:30am.



Classroom teachers and executive will regularly check that students have their phones locked in their YONDR pouch and random spot checks will be conducted during lessons throughout the day. For students who choose not to bring a phone to school, they must still bring their YONDR pouch. If requested, students are to present their pouch to staff at any stage throughout the day.

Students arriving late to school or leaving early

For students who require an early departure or late arrival, an unlocking station will be available at the front Administration Office upon signing in/out for the day.

Students who arrive late to school MUST pouch their phone at the Administration Office when they obtain a late slip. They are then to show their teacher their late slip and pouch their phone upon arrival to class. Teachers will not admit students late to class without a late slip and pouch their phone. If a student arrives during break time, they are still to report to the Administration Office to obtain a late slip and pouch their phone.

Students who need to leave early must also report to the Administration Office to obtain a leave slip and un-pouch their phone.

End of day procedures

At the end of the school day, students will be able to unlock their YONDR pouch using the unlocking stations situated at exits and strategic locations around the school. Students are then to secure their YONDR pouch in their bag for the following day. Students are reminded that even when their phones are released, they are still representing Callaghan College Waratah Campus and responsible use of devices still applies.

Break times

Students will not have access to their phones during break times. The school canteen will accept cash or card payments only. Please take the school holiday period to ensure your child has a card to use at the canteen.

Excursions

Whilst off-site on school-based activities, the YONDR system still applies and students must keep their phone in their YONDR pouch, unless explicitly stated for a specific purpose. This includes school sports carnivals. Where students may not return to school at the conclusion of an event, the supervising teacher will bring a mobile unlocking station for students to release their phones prior to departure.

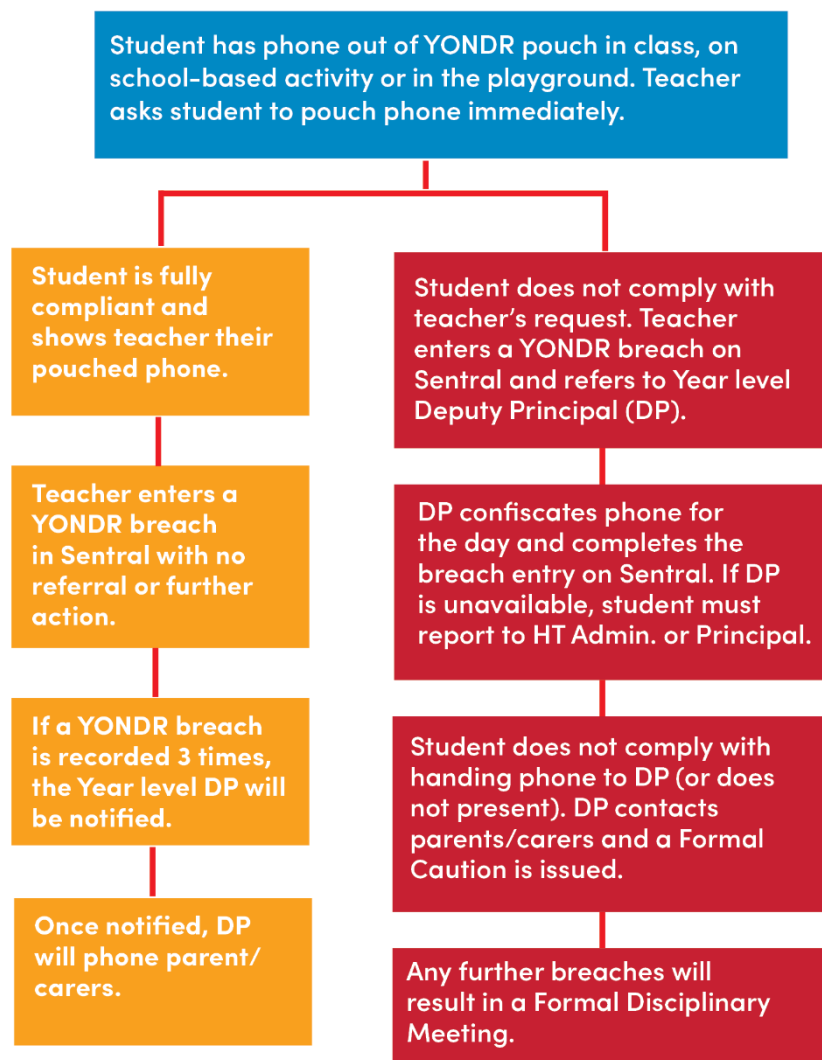
Adjustments

Adjustments to any part of this procedure may apply for some students under medical or exceptional circumstances, however full exemptions will not be provided. Parents and caregivers can request alterations, and these will be considered on a case-by-case basis and granted when required by law or at the discretion of the principal. For students who wish to contact employers during the school day or vice versa, the school is willing to generate an official letter upon

request indicating that students will not be contactable except through the front office.

Policy Breaches

The following flow chart details the management procedures for students who breach the Mobile Phone Policy at Callaghan College Waratah Campus. In addition, if a student has their phone pouched and it buzzes or rings they will be required to take it to the Deputy Principal, where they can unlock it and turn it to silent before putting it back in their pouch. If this occurs repeatedly, the process will be escalated.



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 seen, then staff will follow the procedure outlined in the flow chart above.

Students are required to pay a fee of \$15 for the replacement of the damaged or lost pouch.

Students with a damaged or lost pouch who need their phone before or after school, can hand their phone to a Deputy Principal each morning where it will be kept until a new pouch is issued. Students who damage school property related to supporting the YONDR Program will be managed in accordance with *Student Behaviour Procedures Kindergarten to Year 12 (2022)*.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services and support their peers to do likewise.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different procedures and rules.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the *Behaviour Code for Students*.
- Should a student need to make a call during the school day, they must approach the Administration Office and ask for permission to use the school's phone.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of this policy, 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 and collaboratively as outlined in the [School Community Charter \(updated Feb 2020\)](#).
- 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.
- During school hours, parents and carers are expected to only contact their children via the Administration Office. If you need to collect your child, we will send for them to meet you at the Administration Office.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - 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 teaching, including those limiting use by age.
 - Educating students about digital citizenship - 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 the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures 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 behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For school administration staff

- Implement the administrative processes outlined in this policy.
- Assist students to lock/unlock their pouches throughout the day when entering/exiting the school grounds where necessary.
- Communicate with parents and carers and teaching staff where required to ensure the smooth implementation of the policy.

For non-teaching staff, volunteers and contractors

- Be aware of the Department's policy, this procedure and act in line with the conduct described.

- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this policy and provided with updates regarding its implementation through roll call, whole school assemblies and via Canvas. Student feedback will be collected on a regular basis through the Student Representative Council (SRC).

Parents and carers can access this policy on the school website or in hard copy form at the school Administration Office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow the school's complaint process. If the issue cannot be resolved, please refer to the [Department's guide for students, parents and carers about making a complaint about our schools](#).

Review Process

The principal or delegated staff will review this policy on an annual basis in consultation with the Student Representative Council, Parents & Citizens Association, teaching, administrative and support staff.