



Pātea Area School

Mobile phone procedures for all students

Purpose

Pātea Area School (PAS) acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognize they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

PAS provides each student with a Chromebook, specifically designed for engaging with PAS online learning platforms. As such mobile phones are not a requirement for learning.

- Mobile phones are not to be used during school hours. This includes offsite EOTC events.
- Every year 9-13 student will be assigned a personal Yondr Pouch with an ID Number.
- Year 7-8 students who own a cell phone will also be assigned a Yondr Pouch with an ID Number.
- The expectations are that year 1-6 students will not bring cellphones to school. In the case that they do, the phone will be held in the school office, caregivers will be contacted and the phone is to be picked up by the caregivers.
- 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 will require a school bag to carry the Yondr Pouch.
- Students without a pouch or school bag are to surrender their mobile phone to the office to be returned to their parent/guardian.

Process

Entrance: As students enter the PAS buildings/campus, they will:

- 1) Turn their phone off.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base located near an entrance.
- 3) Place their phone inside the pouch, securely close it and store it in their school bag.

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

Exit: As students exit the buildings/campus at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base at an exit(s).
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their school bag for the next day.
- 4) Exception: excused absence (e.g. for a doctor's appointment) in which case the student will unlock their pouch at the Front Office.



Violations

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

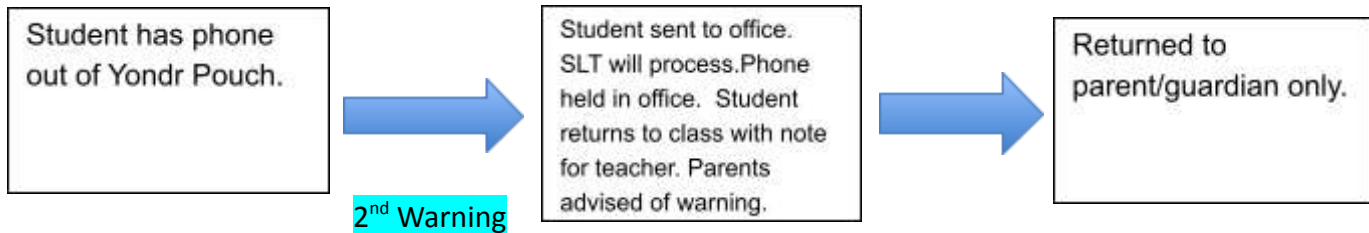
- Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- Forgetting or losing the pouch – phone will be left at the front office.
- Using their phone during school hours.
- Other devices, such as laptops, tablets, headphones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore, the same procedures that apply to cell phones will be applied to students accessing cell phone by way of headphones, smart watches and any other digital device during school hours.
- All digital devices, not just mobile phones, should be used in safe, responsible and respectful ways.

Disciplinary Action if a Yondr pouch is damaged

- 1) Phone + Pouch will be confiscated and parent/guardian will be notified.
- 2) Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch will be assigned.
- 3) The student will receive a **Stand Down** for damage to school property.
- 4) SLT will notify accounts who will invoice the parent/guardian via email for the replacement Yondr pouch.
- 5) The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$20 fee to replace the damaged school property.

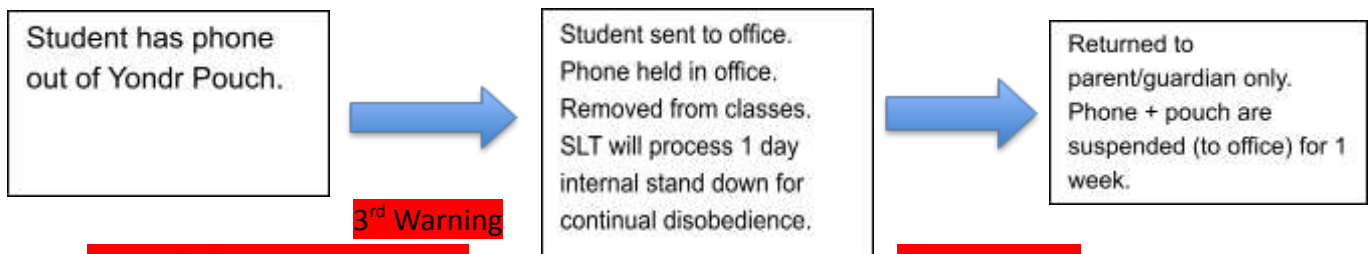


1st Warning - Recorded on KAMAR – PARENTS NOTIFIED



2nd Warning

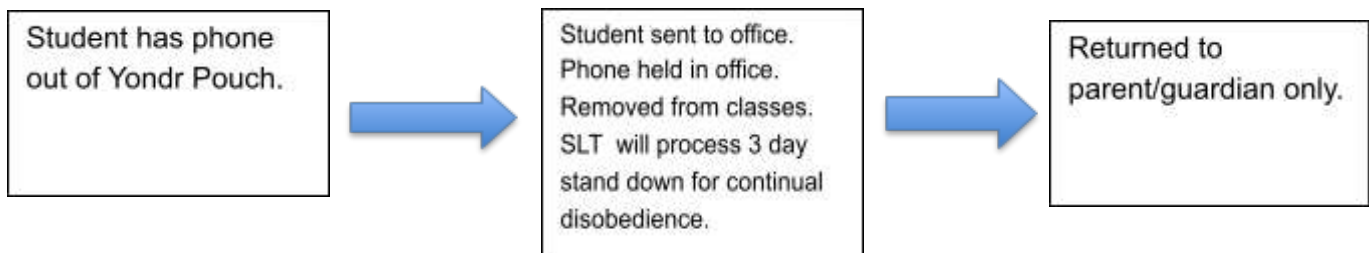
Recorded on KAMAR – 1 DAY INTERNAL STAND DOWN



3rd Warning

Recorded on KAMAR – 3 DAY

STAND DOWN



- A suspension can be issued for continued disobedience as a result of repeated infringements of the school discipline code.

Exemptions

- Use of mobile phones will be permitted at morning tea, lunch and during class-time **if** a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan.
- Exemptions can be considered in other circumstances such as to maintain family connection in difficult circumstances.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.



Students with exemptions will have the following:

- Phone Pouch Exemption Pass
- Flagged on KAMAR student profile

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 during the school day

Should a student need to make a call during the school day, they must:

- approach the Front Office and ask for permission to use the school's phone; or
- ask SLT staff for permission to unlock the phone, make a phone call and then lock Yondr Pouch again. Storing the mobile phone again must be supervised by SLT and office staff.

During school hours, parents are expected to only contact their children via the school office. A message will then be sent to the student.

Responsibilities and obligations

For students:

- Be safe, responsible and respectful 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, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community.

For parents and guardians:

- Recognize the role they play in educating their children and modeling the behaviors that underpin the safe, 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 and collaboratively.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

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.



- 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 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 school procedures and policies.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures 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 non-teaching staff, volunteers and contractors:

- Be aware of the school'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

Recommended inclusions are listed below.

Students will be informed about this procedure through the School Website and School Facebook and Email.

Parents and carers will be advised via the school email. This procedure can be accessed electronically via the school website.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process.

Review

The Principal or delegated staff will review this procedure annually.