



Coolum State High School

Havana Road East Coolum Beach Qld 4573

Telephone: +61 7 5471 5333 | Email: admin@coolumshs.eq.edu.au | www.coolumshs.eq.edu.au

The Queensland Department of Education trading as: Education Queensland International (EQI)

CRICOS Registration Number 00608A

Yondr Mobile Phone Strategy

New enrolments

Once a student's enrolment is confirmed they will be assigned a Yondr pouch through the Administration Office.

Normal operating procedures

Students are expected to use the unlocking stations on the external fence each morning as they enter to unlock their pouch and place the phone inside. The phones remain locked throughout the day. At the end of the day students leave the school via the gate and once outside school grounds use the unlocking stations to unlock their pouches.

No unlocked phone is permitted on school grounds during school hours unless part of a specific learning experience. 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 or when permission is given at the front office/Student Services.

The front office and Student Services will have an unlocking station and will be available at the discretion of the staff, for temporary unlocking. Reasons may include work messages, internet banking and important messages from home. Students must relock their phone in their pouch before leaving the area.

Faculty staffrooms will be equipped with mobile unlocking stations. Teachers, under HOD approval, can take these to class so that students can access their phone for a specific planned learning experience. The teacher must ensure all students have their phone locked back in their pouch at the end of the lesson.

Accessories

All technology devices not part of the BYOD framework are banned from school. This includes Airbuds which are easily lost or stolen. When sighted these devices should be acted on in the same manner as mobile phones and handed in to Student Services.

Recess / Lunch

Phones are to remain locked in the pouch on school grounds at all times. When a teacher sees a Student's phone during Recess and lunch the teacher will be expected follow the same procedures for '**When a phone is sighted**'.

Bus Duty

Students who leave school will be able to lock and unlock their phones via the front office or Gates.

Excursions/Sport

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

Faculty Unlocking Stations

Faculty staffrooms will be equipped with unlocking stations. At the discretion of the faculty HOD, teachers may take an unlocking station to class if the mobile phone is required for a specific lesson. The teacher must ensure all phones are locked back in the pouch at the end of the lesson.

An unlocking station will be based at Wandama and Student Services. Students may request their phone be unlocked temporarily but the phones must be immediately locked again before the student returns to the playground or class.

Guidance Officers / School Nurse

Unlocking stations will be provided in those offices. Students can only unlock their phone should this be deemed absolutely necessary. The phone must be locked again before the student returns to the playground or class.

When a phone is sighted by staff

Lunchtime: The teacher must ask for the phone to be placed in the students pouch immediately. If the student refuses the teacher or does not have access to their unlocked pouch, the teacher will instruct the student to take the phone to Student Services, take the name of the student and record the behaviour on OneSchool. The Behaviour Teacher and year level Deputy Principal must be referred into the OneSchool report.

Class time: The teacher must ask for the phone to be placed in the students pouch immediately. If the student refuses the teacher, pouch is locked or does not have a pouch the teacher will instruct the student to take the phone to Student Services. Students who return to the classroom will have a receipt from Student Services showing that they have handed over their device. For students who do not return a receipt, teachers must record the behaviour on OneSchool and refer the behaviour teacher and year level Deputy Principal.

Consequences for Inappropriate Use If a student does not comply with the school policy, the Principal or other delegated staff may impose the following actions and/or consequences:

- Temporary removal of student property (the device) as per school policy. The device may be returned to the student or alternatively directly to the parent.
- Withdrawing the permission to bring a phone or other electronic device to school.
- Detention.
- Prevent the student from attending or participating in, any school activity that, in the reasonable opinion of the Principal or delegate, is not part of the essential educational program of the school.
- An internal withdrawal from classes.
- Suspension.
- Exclusion.

** Where there is suspected illegal activity or conduct, Coolum SHS may notify the Queensland Police Service.

What happens to phones handed in to Student Services?

1st and 2nd occurrence: Student collects the phone at the end of the day from Student Services

3rd occurrence: Behaviour Teacher / Deputy Principal contacts parents to organise the collection of the phone.

Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 3.00pm or a pre-organised sign out 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 seen then staff will follow the procedure outlined above. Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch. The school will keep a minimum float of 50 reserve pouches.

Students who need their phone before or after school but have damaged or lost pouches can hand the phone to Student Services each morning where it will be kept in the school safe according to the procedures listed above.

Teaching using BYOD

Coolum State High School does not recognise Mobile Phones as BYOD device. Students are expected to bring their laptop to school.

Yondr Inspections (Daily)

As the students enter their homegroup class in the morning, all students will be asked to present their Yondr pouch. Homegroup teacher will follow flow chart procedure as detailed below.

If a pouch is found to be damaged or permanently lost, the homegroup teacher will follow procedure for 'Damaged or Lost' as above.



Yondr Inspections (Random Checks)

At points during the year all students' Yondr pouches will be inspected to ensure they are, still functional. Student will be given a week's notice prior to the Inspection date to prepare. A half price amnesty on pouches will be held 3 days before the inspection to help families meet the school's requirements.

The relevant Deputy Principal will select classes randomly and notify the class teacher of disruption before the lesson. The Deputy Principal will come to the class and ask for all Yondr pouches to be placed on their table. Students whose phones are in Yondr pouches are thanked. Students who either do not have their pouch or claim to have left their phone at home will have their names recorded and their parents will receive an email regarding the policy.

Primary focus will be on function and obscene graffiti. Student's pouches that cannot be quickly unlocked and locked will be either surrendered and invoiced to parents OR replaced as determined by Deputy Principal.