

Mobile Phone Policy

Policy Context

As part of an election commitment in 2023, the new government introduced a policy banning phones from New South Wales Government schools, commencing day 1, term 4. At Great Lakes College Senior Campus, all school policies are underpinned by the College core values:

Respect

Responsibility

Personal Best

Great Lakes College Senior Campus has elected to continue with our current Mobile Digital Device Procedure and the YONDR system as it aligns to the new policy. This will mean that students will have the responsibility to lock their phones in YONDR pouches for the course of the school day.

Mobile Digital Device Procedure

Purpose:

To provide a consistent framework for the use of mobile phones in all areas of the Great Lakes College environment, relating to both students and staff, through the use of the YONDR phone pouch system.

Scope:

This procedure covers the implementation of the YONDR System throughout the school day from when students enter the relevant school site (or school offsite activity) to when they leave.

This includes mobile phone access on school grounds and at school-related activities.

Rationale:

This document is to ensure staff are compliant with Department of Education's Student Use of Digital Devices and Online Services Policy and to support the administration of the policy at a college level.

Our College's Approach:

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

Student Expectations:

Once allocated a pouch, students will be expected to have their mobile phone secured in their pouch for the duration of the school day, except where exemptions apply as set out below. Students are not permitted to have headphones, airpods or earbuds that connect to their device via Bluetooth. If sighted, these devices will be managed by staff in the same way as an unpouched device.

Once students enter school grounds they are expected to:

1. Place their mobile phone in the pouch
2. Lock their pouch for the duration of the day
3. Unlock their pouch at one of the unlocking stations at the end of the day as they leave

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Where there is a need to use a mobile phone for a learning task, for example creating a short film in English, the classroom teacher will have access to an unlocking station through the Head Teacher. At the conclusion of the learning activity students are expected to return their mobile phone to the pouch as set out above.

Students will not have access to their mobile phones during break times. This decision by the college is supported by the Department’s Student Use of Digital Devices and Online Services Policy and serves to encourage more positive interactions with students and staff in the playground.

Exemptions

No un-pouched device is permitted on school grounds during school hours unless part of a specific learning experience or an individual learning plan. Exceptions to the procedure may be applied during school hours if certain conditions are met, specifically, health and wellbeing-related exceptions and where mobile phones are required as per a teaching program. Parents and carers can request an exemption and these will be considered on a case-by-case basis at the relevant campus principal’s discretion.

Learning related exceptions

Specific exception	Documentation
<ul style="list-style-type: none"> • Students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty. • As part of a subject’s specific teaching and learning, as per the program for that subject. 	<ul style="list-style-type: none"> • Individual Learning Plans that support the need for students to access their device for specific activities adjustments. • Evidence of use as a teaching tool to be recorded in the teacher’s program registration.

Health and wellbeing related exceptions

Specific exception	Documentation
<ul style="list-style-type: none"> • Students with a health condition that require access to their device throughout the day. 	<ul style="list-style-type: none"> • Student Diabetes Management Plans and Health Support Plans.

When a Phone is Sighted

Staff are to refer to the flowchart, included below, when managing a student who does not have their phone in their pouch. If a student has their phone sighted they have not followed initial steps as per student expectations.

When a Pouched Phone is Heard by Staff

If a student has their phone in the pouch and it rings they will be required to take it to the front office, where they can unlock it and turn it to silent before putting it in their pouch.

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 flowchart below. Students are required to pay a fee of \$15 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 the front office each morning where it will be stored in the campus safe.

Contact Between Students and Parents/Carers During the School Day

During school hours, parents and carers are expected to contact their children via the school office. If parents/carers need to collect their student, the front office staff will send for them so they can be picked up from the front office.

Excursions

The supervising teacher of an excursion will bring a portable unlocking station with them. This will be used when a student’s parent signs them out directly from the excursion venue or in the case of an emergency.

Students Who Sign Out During the Day

As part of the sign out process through the front office, administrative staff members will open a student's pouch using the front office unlocking station.

Responsibilities:

Students

- Ensure their mobile phones are locked in their pouch from the time they enter the school grounds to when they leave.

Parents and Carers

- Support implementation of the school procedure, including its approach to resolving issues.

Senior Executive

- Respond to and report any breaches and incidents of inappropriate use of digital devices as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - following the college flowchart (included below) and the Department's Suspension Policy when responding to any incident of inappropriate student behaviour relating to the use of digital devices.
- Complete random spot checks in classrooms, throughout the day, to ensure the student expectations outlined in these procedures are being followed.

Executive

- Respond to and report any breaches and incidents of inappropriate use of digital devices as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - following the college flowchart (included below) when responding to any incident of inappropriate student behaviour relating to the use of digital devices.
- Complete random spot checks, during roll call, to ensure the student expectations outlined in these procedures are being followed.

All Teaching Staff

- Respond to and report any breaches and incidents of inappropriate use of digital devices as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - following the college flowchart (included below) when responding to any incident of inappropriate student behaviour relating to the use of digital devices.

Evaluation and Review: as required, but no later than 2026 as per Department guidelines.

Yours sincerely



Davina Bowen
Principal