



# Personal Devices Policy

## Purpose

Longreach State High School is committed to reducing the distraction of mobile phones and other devices to provide optimal learning environments and improve student outcomes. Therefore, student mobile phones and certain wearable devices, such as smartwatches and earbuds, must be 'away for the day', following Queensland Government guidelines, and kept in the student's school bag. Phones are not to be used for the duration of the school day, including break times. Wearable devices, such as smartwatches or earbuds, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

Exemptions will be available for digital learning opportunities or as part of a reasonable adjustment for student learning and wellbeing – including reasons related to disability and health such as monitoring blood sugar levels for students with diabetes.

This policy is designed to:

- Limit the times students may be exposed to negative impacts from inappropriate or unsafe use of devices, such as cyberbullying or harmful content
- Promote classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- Encourage use of breaks as quality time away from screens for more physical activity, play and face-to-face connections.

## Implementation of Policy

Longreach State High School has provided each student with a Yondr Pouch in which they must store their mobile phone throughout the school day. The mobile phone is to be turned off and locked in the pouch **on entry to the school**. Students are able to unlock their Yondr Pouch to access their mobile phone on exit from school at the end of the school day (3:00pm). It is compulsory for all students to use the Yondr pouch they have been provided.

- Students will not be allowed the use of mobile phones and wearable devices to make school payments, including for tuckshop and office payments
- Teachers, may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose
- Students may be allowed access and use of mobile phones and wearable devices during allocated times on school representative sports and camps.

As outlined in the Student Code of Conduct, students who use phones during school time will be subject to disciplinary action by the school.

## Process

### Before school

On entry to the school grounds, students:

- Turn their phone off
- Unlock their empty Yondr Pouch using an unlocking base at the school gates
- Place their phone/personal device inside the pouch and securely close it
- Each student will maintain possession of their phone inside their Yondr Pouch for the duration of the school day
- Students who are late to school will complete this process at the front office as they sign in.

### Exiting school

As students exit the school grounds, they will:

- Unlock their pouch using an unlocking base at the school gates
- Remove their phone from their pouch
- Securely close their empty pouch and place it in their bag for the next day
- Students who depart on an approved part-day absence will complete this process at the front office as they sign out.

## Communication with your student at school

- Students will only be able to use their mobile phones before or after school hours for contact with their families, friends and out-of-hours commitments such as part-time employment
- Parents and carers will be able to contact their child during school hours using the school's existing communication channels
- Likewise, school staff will contact parents directly wherever needed
- Students are to report to a school staff member if they become unwell or experience an issue at school. Staff can then provide appropriate support, including contact with parents and following formal processes for early collection from school where necessary.

## Violations

Violations of the school's mobile phone policy may include:

- Physical damage to the pouch in an attempt to circumvent its intended purpose (e.g. discolouration, pen marks, bent pin or stripped lock inside the pouch)
- Arriving at school without a pouch when a phone is brought to school
- Using a mobile device during school hours without permission
- Use of other personal 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 policy applies to these actions.



## Consequences

For the purpose of this policy, personal electronic devices include but are not limited to:

- Mobile phones
- Headphones—wired or wireless
- Tablets/iPads
- Gaming devices
- Cameras and/or voice recording devices
- iPods/media players (including UE Boom speakers)
- Laptops (refer to *Computer Use and Internet Agreement Policy*)

If a student is wearing a smart watch or fitness tracker, the device must be disconnected from the student's mobile phone when the student enters the school grounds and can only be reconnected at the end of the school day after having exited school grounds.

Students observed using a personal electronic device during the school day will be issued with the following consequences:

	Offence	Consequence
<b>First offence</b>	Device is visible or audible on school premises. Device not in Yondr pouch.	Device confiscation – Collection by student from school office after 3pm – Parent notified
<b>Second Offence</b>	Device is visible or audible on school premises. Device not in Yondr pouch.	Device confiscation – Collection to be arranged with parent for after 3pm
<b>Third Offence</b>	Device is visible or audible on school premises. Device not in Yondr pouch.	Student Disciplinary Absence (SDA) – Collection to be arranged with parent for after 3pm Suspension for two days Re-entry procedure with parent and plan to minimise behaviour on return to school.
Repeated infringements will result in the process beginning at stage two and possible extended suspensions.		

### Disciplinary Action if a Yondr Pouch is damaged

The Yondr pouch is property of Longreach State High School. If a student damages a Yondr pouch, he/she will be held responsible. The student's mobile device will be confiscated, and a parent must come to school to retrieve it.

- Phone and Yondr Pouch will be confiscated and parent will be notified immediately
- Student's parent must come to the school to collect their child's phone and a replacement pouch may be assigned
- Suspension warning for damaging school property (depending on severity of damage)



- Head of Student Services will notify admin. Admin staff will invoice students and parents via email and phone call for replacement Yondr pouch
- The student will only be allowed to bring a mobile phone back to school if they or their parent pays a \$28 fee to replace the damaged school property
- The behaviour will be classified and recorded as a major behaviour offence.

## Special Circumstances Arrangements

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability) must negotiate a special circumstances arrangement with the principal. Where a technology device is required for a special learning project, the classroom teacher must seek approval from the relevant HOD.



## Document Management

Date	Changes	Authorised Person
28.05.24	Copied to new document template.	R. Foster (DP)

