DIGITAL DEVICES AT WCS

STUDENTS & FAMILIES HANDBOOK

Digital Devices at WCS

Contents

Digital Devices at WCS

Introduction

- As ownership of mobile devices and other digital devices grows, the school acknowledges our role in supporting students to use them in safe, responsible and respectful ways.
- The Yondr pouch is Wadalba Community School's strategy for Year 7-12 to support the Government Ban on Mobile Phones in school. Wadalba Community School already has procedures, rules and consequences in place related to inappropriate use of digital devices and online services. The Yondr pouches are simply an additional tool to support the school's existing practices.
- This document will further guide student use of digital devices and online services at Wadalba Community School and provide key details about the Yondr program. For more information regarding the use of Digital Devices at WCS, please refer to the policy found here.
- Digital devices include phones, smart phones, iPods, smart watches, or any device used to send/receive messages or record still or video images.

The use of digital devices in Primary

- In line with department guidelines our school restricts the use of digital devices by primary school students during school hours unless use is approved by a teacher or principal for an educational purpose, an exemption applies (see page 7), or use of digital devices and online services is required medical reasons or for reasonable adjustments made as part of a student's individual education plan.
- ALL digital devices are to be handed to the class teacher upon arrival in the morning. This policy still applies to devices that can be switched to silent/off-line mode. At the end of the school day, students are able to collect their device from their teacher prior to leaving school grounds. There are several reasons for this rule including restricting interruptions to learning environments, privacy restrictions, student safety and security of devices. This school rule is consistent with NSW Department of Education policy. As always, parents/students are able to make contact via the school office should urgent communication be required.

The use of digital devices in Secondary

Wadalba Community School utilises the Yondr phone pouch system.

i.   What is the purpose of the Yondr system?

- The Yondr system aims to increase the learning time of students, reduce mobile phone and digital device related distractions and increase both social connections and the safety of students in the playground. The Yondr system is an additional support to existing school practices related to inappropriate use of digital devices and online services.

- The 2020 Student Use of Digital Devices and Online Services policy states that school principals, in consultation with their communities, can make decisions about restricting or permitting student use of digital devices and online services in all school-related settings. All secondary schools are required to develop and implement, in consultation with their school community, a school specific procedure for student use of digital devices and online services.

What is Yondr?

i.   What is the Yondr system?

POUCH	SECURE	EXIT
Students will unlock their personally allocated pouch at the contact stations located at the entrance areas of the school.	Place mobile phone in pouch and close. Mobile phone will remain locked in pouch and in the student's possession for the day.	Students tap contact station as they exit the school to unlock and access mobile phone.

How Yondr works at WCS

i.   How do I get my pouch?

- Students are allocated a Yondr pouch free of charge their first day.
- Your Yondr pouch will remain with you for the time you remained enrolled at Wadalba Community School. While it is your personal responsibility to look after the pouch, the pouch will remain the property of Wadalba Community School.
- Students enrolling throughout the year are allocated a pouch as part of their enrolment.
- Replacement pouches will cost $15. This is a subsidised amount. Continued damage or loss may incur an additional fee.

ii.   How do I use my YONDR pouch at school?

Entering the school

- Prior to the start of the school morning, all locked bases at each of the school site locations (refer to map on the last page of this handbook) will be unlocked by 7am (to enable access to Period 0 students).
- Upon approaching a locking base, you will:
  - turn your phone off
  - unlock your empty WCS Yondr pouch using an unlocking base at one of the school entrance points (refer to school map on the last page of this guide)
  - place your phone/s, airpods and smart watches inside your Yondr pouch, securely close it and store in your school bag
  - maintain possession of your devices inside your WCS Yondr pouch for the duration of the school day
  - if you are late to school, you will complete this process at the Front Office as you sign in.
  - students are to place their locked Yondr pouch on the top of their bags during roll call assembly in the morning for checking.

Exiting the school

- At the end of day bell, all locked bases at each of the school site locations (refer to map on the last page of this guide) will be unlocked. Upon approaching a locking base, you will:
  - unlock your pouch using an unlocking base at one of the school exit points
  - some classroom blocks and spaces may have portable unlocking stations that your teachers or head teachers will provide support with.
  - remove your devices from your pouch
  - securely close your empty pouch and place it in your school bag for the next day
  - early leavers will complete the unlocking process at the Front Office prior to departing school grounds.

iii. Can I use my phone at recess and lunch?

- Mobile phones and electronic devices are not to be used during recess and lunch unless guided by staff or if you have an exemption.

iv. How do I order and pay for recess or lunch at the canteen with no phone?

- For electronic payments, ATM cards stored on the outside of a student's mobile phone case, may still be scanned while the phone is in the Yondr pouch. Families are encouraged to order online.
- You may also order and pay (by cash or debit card) for your recess and lunch by ordering in the morning at the canteen prior to Roll Call.

v. Can I use my phone during sport or sporting events?

- Mobile phones and digital devices are not to be used during sport unless guided by staff or if you have an exemption.
- You will be required to return to school at the completion of sport to unlock your pouch as per exit procedures.

vi. Can I use my phone during school excursions and camps?

- Mobile phones and digital devices are not to be used during excursions or camps unless guided by staff or if you have an exemption.

vii. Can I use my phone during lessons?

- In the event of mobile phones being required for an educational activity, your teachers will direct you through the correct procedure for unlocking pouches.
- Unless explicitly directed by staff, you will not have your pouches out or unlocked in class.
- If you have an exemption, you must abide by the guidelines for phone use.

Exemptions

i.   Who can get an exemption?

- Use of mobile phones and digital device will be permitted at recess, 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.
- Short term exemptions can be considered in other exceptional circumstances such as to maintain family connection in difficult circumstances, and on a case-by-case basis as determined by the Deputy Principals.
- Exemptions to some Yondr procedures may apply for some students in some circumstances.

ii.   How do I get an exemption?

- Parents and carers can request an exemption on behalf of students through the Senior Executive. These will be considered on a case-by-case basis and granted when required by law or at the Senior Executive's discretion.

iii.   How will teachers know I have an exemption?

- If you have an exemption, you will have the following:
  - a unique Yondr pouch that can be accessed during emergencies or for medical use
  - a phone pouch exemption pass
  - a flag on your Sentral student profile
  - an understanding that phones must remain off and packed away unless required for reasons outlined as part of the exemption
  - an awareness that if improper use of a mobile phone occurs, Senior Executive have the right to cancel the exemption.

What would be considered violations of the YONDR system?

i. **In what ways can the Yondr system be misused?**

- Listed below are examples of potential student scenarios. Please note that this list is not exhaustive, and any violations not foreseen will be dealt with in accordance with the NSW Department of Education Student Behaviour Code, the WCS School Behaviour Support Plan and by Senior Executive in response to individual circumstances. Each of these violations will result in potential confiscation of your device and pouch, as per the Confiscation of Student Property Policy or other consequences including but not limited to: afternoon school detentions, Formal Caution to Suspend, removal of privileges and Suspension.

  o Physical damage to the pouch in an attempt to circumvent its intended purpose. (Eg: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
  o Graffitiing the pouch (decorating or marking the pouch)
  o Forgetting or losing the pouch – phone will be held at the Front Office.
  o Refusing to place a mobile phone in the WCS Yondr pouch and using their phone during school hours (unless a relevant exemption applied). This includes 'forgetting' to put the device in the pouch.
  o Losing, damaging or failing to return a borrowed pouch by the agreed time- this may result in a pouch replacement fee.
  o Deliberate breaches of the Yondr procedures and protocols as outlined in this document.
  o Arguing or refusing to hand over devices will result in immediate referral to Senior Executive.

ii. **Can I use other digital devices at school?**

- Other devices, such as laptops, iPads, tablets, headphones, air pods and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same protocols apply to these devices even though the pouch system is specific to mobile phones - they are not to be used during school time and will be required to be stored within a locked Yondr pouch throughout the school day.
- You should use **ALL** digital devices in safe, responsible and respectful ways and in accordance with staff instructions.

iii. **What if I need a device for learning activities?**

- The school supplies banks of laptops that are available for classes to complete learning activities as well as access to computer rooms.
- Teachers will provide instructions for how to use pouches and mobile phones in classes if phones are required for a learning activity.

What are some Yondr issues I need to consider?

i.   What if I damage or lose the pouch?

- Your phone and/or pouch will be held at the Front Office in a WCS Yondr pouch, and parents/carers will be notified.
- If deemed necessary by the Deputy Principals, your parent/carers must come to the school to pick up your phone at the end of the school day and a replacement pouch may be assigned.
- A Deputy Principal will request that the Front Office invoice your parents/carers via email and phone call for a replacement Yondr pouch.
- You will only be allowed to bring a phone back to school if your parent/carer pays a replacement pouch cost of $15 (this is a subsidised cost, full payment may be required if damage is deemed to be intentional).
- You may be issued a Formal Caution to Suspend for damage to school property if the damage is intentional or there is a deliberate abuse of the schools digital device procedures and protocols. Staff have been trained in identifying tampered pouches.

ii.   What if I forget my pouch?

- Your phone will be handed in at the Front Office and secured in a WCS Yondr pouch. You can collect your phone at the end of the day.

iii.   What if I don't want to use my Yondr pouch?

- You will not be allowed to bring your phone to school.

iv.   What if I have my phone out without permission?

First instance	Student has phone out	Phone confiscated and taken to office	DP issues formal caution and parent to collect
Second instance	Student has phone out	Phone confiscated and taken to office	Principal to issue a suspension and parent to collect

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What if I need to make a phone call during the day?

i.   What if I need to call my parent/carer/employer/other during the day?

- approach the relevant Deputy Principal and ask for permission to use the school's phone; or
- ask a Deputy Principal for permission to unlock your phone so that you can make the phone call in an appropriate and timely manner. You will immediately return the phone to the WCS pouch for locking. Storing the mobile phone in the Front Office will be supervised by SASS or Senior Executive staff.

ii.   What if I need to contact my child/ward/student employee during the day?

- During school hours, parents/carers are expected to only contact students via the Front Office. A message will then be sent to the student.
- Employers have always been directed to make contact with the student outside of school hours.

In summary, what are my responsibilities when it comes to Yondr?

i.   What are my main responsibilities as a student at WCS?

- Mobile phones and digital devices are not to be used during school hours unless specifically required by classroom teachers during a learning activity or in the case of a student having an exemption.
- You will be assigned a personal WCS Yondr Pouch with an ID Number. While the WCS Yondr Pouch is considered school property, it is your responsibility to bring your pouch with you to school every day.
- You are to be a safe, responsible and respectful user of mobile phones and online services and support your peers to be the same.
- You are to respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- You should communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the department's Behaviour Code for Students and the WCS School Behaviour Support and Management Plan.
- If granted exemptions or provided with a slip after being directed to hand your phone into the Front Office, you will be required to have your exemption pass/slip on you at all times during the school day and be prepared to show this to staff upon request.

ii. What are my main responsibilities as a parent/carer of the WCS community?

- Recognise the role you play in educating your children and modelling the behaviours 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 your child's/ward'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 2018 School Community Charter.
- Switch off or put your digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Due to the implementation of the WCS Yondr Pouch, families are reminded that in cases of emergency during the school day, the school office remains the point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way.
- Families are required to contact the Deputy Principal for an exemption request. Senior Executive will assess and determine the outcome of each request, on a case-by-case basis. Not all exemption requests will be approved.

Digital Devices at WCS

Yondr Quick Reference Guide

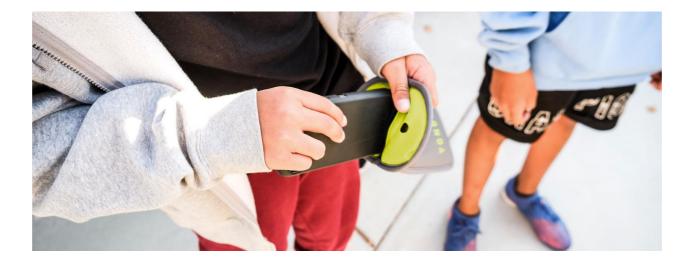|	
What if a parent/carer wants to reach their child during the school day?	We want our students to be engaged in their learning. Please refrain from contacting students during the school day unless it is an emergency. Contact the Front Office to reach your child/ward.
What if there is an emergency?	In the case of an emergency, we encourage our students to consider their safety first. School staff will be able to unlock a Yondr pouch in a matter of seconds for students once they are in a safe and secure location.
Will my student's phone be safe?	Students are in possession of their phone in their Yondr pouch for the entire school day. We will advise students to store the pouch in their backpacks.
What if the pouch gets damaged?	The Yondr pouch belongs to Wadalba Community School just like any other school supply. If a student damages a Yondr pouch and it is significantly damaged, they will be held responsible. The student's phone will be confiscated, and a parent must come to school to retrieve it.
What if my child/ward requires their phone for medical reasons?	Wadalba Community School would allow for an exemption for those students that require the use of phones for medical purposes e.g. students with Type 1 Diabetes measuring blood sugar levels. This will be arranged by the Deputy Principals and a flag will be assigned on Sentral. Students will be provided with a physical exemption pass and a specialised pouch.
What if classroom teachers want to complete research tasks using phones as a tool?	Mobile phones are not required at school and students have access to more suitable technology such as laptop banks and computer rooms for most tasks. If deemed suitable, portable unlocking stations can be utilised in the classroom to allow for the use of phones for educational purposes. The phones will then be locked back into the pouch.
Where will unlocking stations be located?	At the Front Office for late arrivals and early leavers.

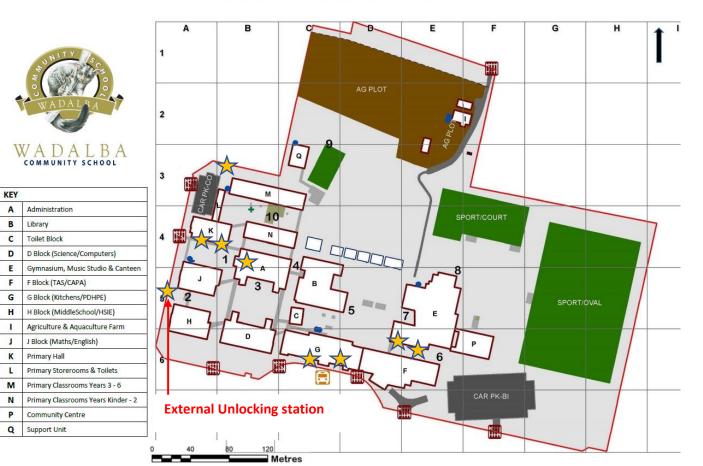|	
How will pouches be allocated?	Students will be allocated a numbered pouch, assigned to them via the WCS library borrowing system.
What happens if a student refuses to use a Yondr pouch?	Students refusing to use the Yondr pouch system will not be allowed to bring their mobile phone to school.
I have lost my pouch, what do I do?	Upon arrival at school, attend the student services desk. You will need to pay $15 to replace your pouch. This fee is a subsidised amount and may increase if repeated or additional damage occurs. If you require financial assistance, please chat to your Year Advisor or Head Teacher of Wellbeing and complete a Student Assistance Application.
I forgot my pouch, what do I do?	Hand your phone in to your roll call teacher during Morning Assembly. This will be secured in the front office, and you will be able to collect at the end of the day.
What happens if I don't use a Yondr pouch and have my phone at school without an exemption?	Wadalba Community School will follow the disciplinary process as outlined in the school's *Digital Devices and Online Services Procedures and Protocols* document. Students will be well informed of this process through information sessions and onsite information posters. Families and students are reminded that consequences for inappropriate use of digital devices and online services using the Yondr system, do not significantly differ from existing practices at the school.
How will students learn about Yondr and WCS expectations?	On the first day at school, students will be divided into year groups and will participate in an explicit information session, explaining the requirements and expectations of Yondr at Wadalba Community School. Students will be allocated their assigned pouch during this information session.
How will I access my timetable for each day?	Students will be required to have a printed version of their timetable for their reference. Room changes will be displayed in various locations around the school. Master Timetables remain available on display in the office.

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How will staff know if I have damaged my Yondr pouch?	Random pouch checks will ensure that pouches contain mobile phones and not an alternative item; the pouch is not damaged or altered in any way; there are no cracks or markings on the locking mechanism of the pouch; the locking button is fully pushed in. Staff have been trained in identifying tampered pouches.
Can I use my smart watch, iPad and/or air pods at school?	The school's rules as related to mobile phones and Yondr procedures also apply in full to smart watches, iPads and air pods.
What happens if there is an emergency at the school such as an evacuation?	Unlocking stations will be stored in the school's Emergency Procedures cart. The Principal and Deputies will provide further instructions in the event of an emergency.
Can I access an unlocking base after school hours?	Yes! A 24 hour unlocking base will be located at the main entry on Orchid Way. See WCS map on the last page of this guide.
I'm moving schools or signing out; can I keep my Yondr pouch?	As a part of the signing out process, you will be required to return your pouch to the Front Office.

Yondr Locking Stations WCS Map

⭐ Unlocking stations

WADALBA COMMUNITY SCHOOL

WADALBA COMMUNITY SCHOOL

KEY	
A	Administration
B	Library
C	Toilet Block
D	D Block (Science/Computers)
E	Gymnasium, Music Studio & Canteen
F	F Block (TAS/CAPA)
G	G Block (Kitchens/PDHPE)
H	H Block (MiddleSchool/HSIE)
I	Agriculture & Aquaculture Farm
J	J Block (Maths/English)
K	Primary Hall
L	Primary Storerooms & Toilets
M	Primary Classrooms Years 3 - 6
N	Primary Classrooms Years Kinder - 2
P	Community Centre
Q	Support Unit

External Unlocking station