DIGITAL DEVICES AND ONLINE SERVICES

PROCEDURES AND PROTOCOLS

v2.2

Digital Devices and Online Services

Contents

Digital Devices and Online Services

1. Rationale

Wadalba Community School follows the guidelines and advice provided by the NSW Department of Education. Please refer to Section 4 for information related to this advice.

This document guides student use of digital devices and online services at our school.

The school also recognises that digital devices and online services may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

2. Aim

To develop a shared understanding of how the school and community can support our students to use digital devices and online services in safe, responsible and respectful ways.

3. Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

4. Implementation

4.1 NSW Department of Education Student Use of Digital Devices and Online Services Policy (2022, NSW DOE, Student Use of Digital Devices and Online Services Policy.)

https://education.nsw.gov.au/content/dam/main-education/policy-library/staff-only/implementation-documents/pd-2002-0024-02.pdf

4.1.1 Policy statement

o   This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.

o   Every school is required to complete a school digital devices and online services procedure that aligns with this policy, as well as accepted school practices and requirements.

1) Secondary school principals, in consultation with their school community, can restrict or permit student use of digital devices and online services in all school-related settings, including at recess and lunch.

2) School staff are required to consider the needs of their students and their school community when developing their school procedure, including making reasonable adjustments and considering exemptions for individual students.

3) Parents, carers, and, if appropriate, students themselves, can request the principal to provide an exemption from parts of this policy or the school procedure.

4) Principals, in consultation with their school communities, can make decisions about participating in and implementation of a Bring Your Own Device program. At Wadalba Community School, banks of laptops are used for digital learning activities. Families are encouraged to supports the use of appropriate digital devices at Wadalba Community School at home so that students have ready access to technology to complete homework or assessment items out of school hours.

5) Principals are to consult students, parents, carers and school staff when developing their school procedure. The Student Representative Council and the P&C Association may be consulted as appropriate.

6) School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.

7) If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process and contact the school office. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The department's Complaints Handling policy and procedures also provide information and links to other resources to support staff in managing complaints effectively.

4.1.2 Audience and applicability

All NSW public schools and students.

4.1.3 Context

- o The department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

- o Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

- o Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

- o Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

- o Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

- o The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

- o This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

4.1.4 Responsibilities and delegations

- o Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff. Refer to Section 5 for responsibilities and obligations as related to mobile phones, digital devices and online services.

4.2 Wadalba Community School's Approach to Use of Mobile Phones and Other Digital Devices

Wadalba Community School accepts that parents give their children mobile phones to protect them from everyday risks involving personal safety and security. It is acknowledged that providing a student with a mobile phone can give parents/carers reassurance they can contact their child if they need to speak with them urgently outside of school hours.

The implementation of the Yondr system (See Section 7) in Secondary school, and the ongoing collection and storage of phones in our Primary at Wadalba Community School recognises the widespread ownership of mobile phones among young people and the need for parents, students, teachers and schools to take steps to ensure that they are used responsibly. At Wadalba Community School, we aim to increase the learning time of our students, reduce mobile phone related distractions, increase face to face social communication and interactions, and increase the safety of our students in the playground.

This document is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, allowing the benefits that mobile phones may provide and can be utilised by students for educational use.

4.2.1 Examples of inappropriate use of mobile phones and other digital devices

Wadalba Community School follows advice and guidelines as provided by the NSW Department of Education: https://education.nsw.gov.au/rights-and-accountability/legal-issues-bulletins/technology-misuse-in-schools

The use of mobile phones and other digital devices in schools should not automatically be of concern. It is only if a digital device is used inappropriately that action may be necessary. 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 policy applies to these actions.

Inappropriate use of a mobile phones and other digital devices includes:
- using devices in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the device
- recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation
- downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material
- filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school
- using a device in a way that threatens or is likely to threaten the safety or wellbeing of any person • any use of a device that is in breach of any law.

4.2.2 Consequences of inappropriate use of mobile phones and other digital devices

If students use mobile phones inappropriately, principals have the right to take action. If school staff have reasonable grounds to suspect that a student has inappropriate material on their digital device, staff may confiscate the phone for the purpose of confirming the existence of the material. Any viewing of the material should be undertaken in the presence of the student and should be limited to establishing that inappropriate material is on the phone. Staff will need to be sensitive to other personal information of the student that may also be present on the phone.

Depending on the circumstances, action can include:
- confiscating mobile phones from individual students
- requiring students to hand in their mobile phones to designated school staff
- applying student disciplinary provisions
- a Formal Caution to Suspend
- Formal Suspension
- reporting the matter to the police.

4.2.3 Storage of digital devices when brought to school

Wadalba Community School 7-12 will utilise the Yondr phone pouch system. The implementation of the YONDR system will aim to increase the learning time of our students, reduce mobile phone related distractions and increase the safety of our students in the playground. Refer to Section 7 for further information related to Yondr.

Primary students are encouraged to leave phones at home, but if parents would like their child to have a phone for their journey to and from school, they must be handed to their classroom teacher to be stored and returned at the end of the day.

4.2.4 Use of devices before and after school hours

While on site, before or after formal school hours, students are expected to comply with Wadalba Community School's digital devices and online services processes and protocols and act as responsible and safe technology users.

4.2.5 Use of devices during class

Wadalba Community School will restrict the use of digital devices by school students during class, unless use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's Individual Education Plan (See Section 7 for further information and procedures related to use of mobile phones during lessons).

4.2.6 Use of devices during recess and lunch

Wadalba Community School will restrict the use of all digital devices by school students during recess and at lunch unless use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's Individual Education Plan (See Section 7 for further information and procedures related to use of mobile phones during recess and lunch). This includes tablets, computers, smart watches, air pods and other electronic devices, such as gaming consoles like a Nintendo Switch.

Laptops may be accessed through the library at the discretion of the Executive staff. The use of MP4 players will only be available at break times through Wellbeing. They are not to be used in class or the playground.

4.2.7 Use of devices on sport days

Wadalba Community School will restrict the use of digital devices by school students during school sport and on buses to school sport, unless use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's Individual Education Plan (See Section 7 for further information and procedures related to use of mobile phones during sport).

4.2.8 Use of devices during school excursions and camps

Wadalba Community School will restrict the use of digital devices by school students during school excursions and camps, unless use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's Individual Education Plan (See Section 7 for further information and procedures related to use of mobile phones during excursions and camps).

4.2.9 Use of devices during extracurricular activities

Wadalba Community School will restrict the use of digital devices by school students during extracurricular activities, unless use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's Individual Education Plan.

4.2.10 Use of devices during examinations

- Students can only bring into the examination room equipment on the approved list, which they are given well before the examinations start.
- Students cannot bring any communication or electronic devices into an examination.
- If students accidentally bring a mobile phone or other prohibited device into the examination, they are allowed to remove them without penalty before the examination starts.
- It will be at the discretion of Senior Executive and NESA to determine individual exemptions, such as circumstances related to health and emergencies, as they arise.

4.2.11 Use of devices on school buses

Students are expected to engage in safe, respectful use of mobile phones in line with Wadalba Community School's expectations and the NSW Student Code of Conduct when travelling.

4.2.12 Exemptions

Use of digital devices must 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. Student exemptions may also be provided in order to meet specific learning or support needs. The Exemption Form may be found here.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers 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 (See Section 7 for further information and procedures related to exemptions). To apply for an exemption, parents/carers are required to contact the relevant Deputy Principal to discuss. If approved, students will be provided with a mobile phone exemption pass that must be on hand at all times and presented upon staff request. Students with exemptions will be provided with a modified Yondr pouch which enables ease of use for their device to support the grounds of their exemption.

4.2.13 Liability for damage

Students and parents should be reminded on a regular basis that students bring mobile phones to the school at their own risk – schools will not accept any responsibility for loss or damage to mobile phones. If confiscated, however, responsibility for the security and safekeeping of the mobile phone does rest with the school as outlined in the NSW Department of Education Confiscation of Student Property policy.

5. Responsibilities and Obligations

5.1 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 and behave in the ways described in the Behaviour Code for Students.

5.2 For Parents and Carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedures, 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 as outlined in the 2018 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications and complete any related paperwork, where a school is participating in a bring your own device program.

5.3   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 and departmental policy.

- 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 departmental policy.

Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy 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.

5.4   For Non-Teaching Staff, Volunteers and Contractors

- Be aware of the department'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.

6. Communicating Procedures to the School Community.

- Students will be informed about their responsibilities, and associated procedures: through school based promotional materials; in year Level Assemblies; in the Student Handbook; via the WCS Website; and WCS social media platforms and other times as arranged by the Senior Executive.

- Parents and carers will be advised of their responsibilities and associated procedures via: parent and families guides; P&C meetings; the WCS Website; WCS social media platforms; onsite events and at other times as arranged by the Senior Executive.

- This procedure can be accessed electronically via the Wadalba Community School website.

7. YONDR

From Day one, Term Four 2023, Wadalba Community School will utilise the Yondr phone pouch system for students in Year 7-12.

7.1 Aim

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

7.2 Scope

All students enrolled at Wadalba Community School will be allocated a Yondr pouch free of charge. While the pouch remains the property of Wadalba Community School, it will remain with the student for the duration of their secondary school at Wadalba Community School. Students enrolling throughout the year will be allocated a pouch as part of their enrolment.

7.3   Responsibilities and Delegations

7.3.1 Students

It is the responsibility of students who bring mobile phones and digital devices to school to abide by the guidelines outlined in this document:

- 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.
- Students are expected to place their phone and/or digital device (eg Airpods) in their Yondr pouch as they enter onto school grounds of a morning. Yondr pouches are able to be unlocked at the final bell of the school day.
- Every student will be assigned a WCS Yondr Pouch with an ID Number. While the WCS Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.
- Students are to be safe, responsible and respectful users of mobile phones and online services and support their peers to be the same.
- Students are to 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 and behave in the ways described in the department's Behaviour Code for Students and the WCS School Behaviour Support and Management Plan.
- Students granted exemptions will be required to have their exemption pass on them at all times during the school day and be prepared to show this to staff upon request.

7.3.2 Staff

- All school staff are to follow the procedures and protocols as outlined in this document, in conjunction with internal and departmental behaviour policies, and to model behaviours that we expect from our students (The following points are taken directly from the department's guidelines as outlined in Section 5- Responsibilities and Obligations).
- Exceptions to the procedures and protocols, as outlined in this document, will be determined by the Senior Executive on a case-by-case basis.
- Teachers will 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 and departmental policy
- 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.
- all school staff will model appropriate use of digital devices and online services in line with departmental policy.

All school staff must respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy 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 NSW police and Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
- Following the Wadalba Community School's Behaviour Support and 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, school staff will support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- All staff will participate in professional development related to appropriate use of digital devices and online services.

7.3.3 Use of mobile phones for lessons

- Staff requiring the use of phones for educational purposes during lesson times, must book an unlocking base through their faculty. Each faculty will be provided with portable Yondr unlocking stations. The base will then be taken to the classroom to unlock student phones. Prior to the completion of the lesson, it is the staff member's responsibility to ensure all student phones are relocked in their pouches and the unlocking base is returned to their faculty.

7.3.4 Families and Carers

- Recognise the role they play in educating their 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 their 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 their 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 preferred 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. The Deputy Principal, or Senior Executive, will assess and determine the outcome of each request, on a case-by case basis.

7.4 Procedures

7.4.1 How does Yondr work?

POUCH
Students will unlock their personally allocated pouch at the contact stations located at the entrance areas of the school

SECURE
Place mobile phone in pouch and close. Mobile phone will remain locked in pouch and in the student's possession for the day

EXIT
Students tap contact station as they exit the school to unlock and access mobile phone

7.4.2 ENTERING the school -

As students enter the school gates, they will:
1) Turn their mobile phone off.
2) Unlock their empty WCS Pouch using one of the Unlocking Stations situated at the school's student entrances.
3) Place their mobile phone, smart watch, air pods inside the pouch, securely close it and store it in their school bag.

Each student will maintain possession of their mobile phone inside their WCS Pouch for the duration of the school day.

Late students will complete this process at the Office.

Students will have their locked Yondr pouches displayed on top of their bags during roll call.

7.4.3 EXITING the school -

As students exit the school at the end of the school day, they will:

1) Unlock their pouch using one of the Unlocking Stations situated at the school's student exit areas OR unlock their phones with HT support with mobile unlocking stations.

2) Remove their mobile phone from their pouch.

3) Securely close their empty pouch and place it in their backpack for the next day.

Students who leave early will unlock their pouch at the front office.

7.4.4 Considerations:

During lessons:
- In the event of mobile phones being required for staff to engage students in educational activity, staff will direct students 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.

Recess, lunch and canteen purchases
- Mobile phones and digital devices are not to be used during recess and lunch unless guided otherwise by staff or in the case of a student having an exemption.
- Digital payments at the canteen will not be an available service as of Term Four, 2023. For electronic payments, ATM cards stored on the outside of a student's mobile phone case can still be scanned while the phone is in the Yondr pouch.
- Families are encouraged to complete online orders and note any special dietary requirements.

Sport
- Mobile phones and digital devices are not to be used during sport unless guided otherwise by staff or in the case of a student having an exemption.
- Students will be required to return to school at the completion of sport, to unlock their pouch as per exit procedures.

Excursions and camps
- Mobile phones and digital devices are not to be used during excursions and camps unless guided otherwise by staff or in the case of a student having an exemption.

7.5 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, with the possibility of further disciplinary consequences. 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 Behaviour Continuum and by Senior Executive in response to individual circumstances. Each of these violations will result in potential confiscation of the student's devices/phone and/or pouch and/or a Formal Caution to Suspend.

1) 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)

2) Graffitiing the pouch (decorating or marking the pouch)

3) Forgetting or losing the pouch – phone will be held at the Front Office.

4) 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.

5) Losing, damaging or failing to return a borrowed pouch by the agreed time- this may result in a pouch replacement fee.

6) Deliberate breaches of the Yondr procedures and protocols as outlined in this document.

7) Arguing or refusing to hand over devices will result in immediate referral to Senior Executive.

- Other devices, such as laptops, tablets, headphones, gaming consoles and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.

- All digital devices, not just mobile phones, should be used in safe, responsible, and respectful ways.

- All digital devices, including laptops, MP4 players and gaming consoles (eg Nintendo Switch), are not permitted to be used in the playground. Laptops are available for short use in the library at breaktimes. MP4 players are available for students through Wellbeing for break times. This provision must be directly linked to the students Individual Education Plan.

7.6   Disciplinary Action

7.6.1 Damage to pouch

This refers to any student action designed to circumvent the purpose of the pouch.
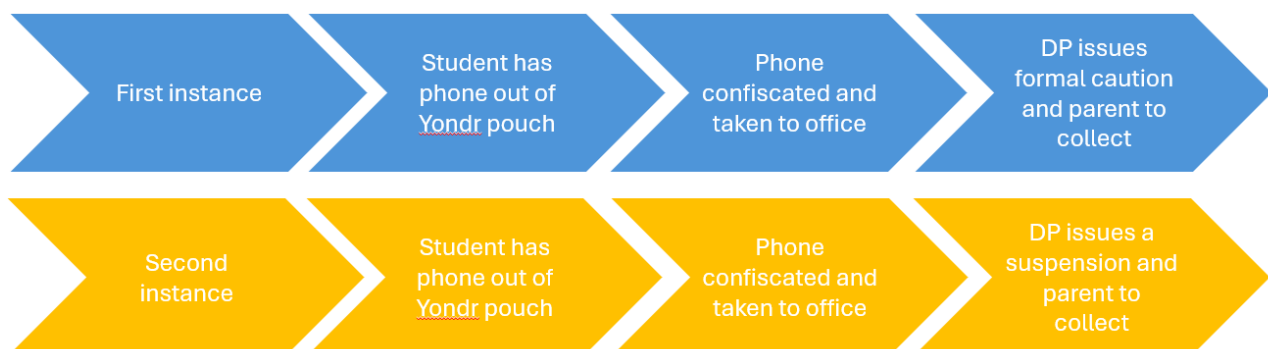
1)   Phone and Pouch will be confiscated and parent/guardian will be notified immediately.

2)   Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned. Student will receive a formal caution for destruction of school property.

3)   The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a fee to replace the damaged school property.

Consult Legal Issues Bulletins 8, 35 and 56 regarding liabilities that arise when student property is confiscated.

7.6.2 Students using mobile phones and digital devices without teacher permission outside of the classroom

- If staff witness students using digital devices on site during break times, before school, or during offsite excursions or sport, the device will be confiscated and students will be immediately referred to the Senior Executive.

7.6.3 Student use of phones and digital devices during school hours:

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

7.7   Exemptions

Use of mobile phones 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. Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers 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.

- Short term exemptions can be considered in other 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 any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption through the Senior Executive and these will be considered on a case-by-case basis and granted when required by law or at the Senior Executive's discretion.
- Students with exemptions will have the following;

    1) a unique pouch which is accessible in the event of emergencies or medical need

    2) a phone pouch exemption pass

    3) a flag on their Sentral student profile

    4) an understanding that phones must remain off and packed away unless required for reasons outlined as part of the exemption

    5) an awareness that if improper use of a mobile phone occurs, Senior Executive have the right to cancel the exemption.

7.8   Contact Between Families and Students During the School Day

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

    1)   approach the relevant Deputy Principal and ask for permission to use the school's phone; or

    2)   ask a Deputy Principal for permission to unlock the phone, make the phone call in an appropriate and timely manner and immediately return the phone to the WCS pouch for locking.

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

7.9   Yondr Quick Reference Guide

What if a parent/carer wants to reach their child during the day?	We want out 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 on 43562888 to reach your child/send them a message.
What if there is an emergency?	In the case of an emergency, we encourage our students to consider their safety first. Senior Executive 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 may 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.
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?	Unlocking stations will be located at the entrances to the school, with additional portable stations being available in blocks with Head Teacher support.
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 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 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 Digital Devices and Online Services Procedures and Protocols document. Students will be well informed of this process through information sessions and onsite information posters.
How will students learn about Yonder and WCS expectations?	On Day One, Term Four, 2023, 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
How will staff know if I have damaged my Yondr pouch?	Random pouch checks will ensure that: the pouch contains the mobile phone 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
Can I use my smart watch, iPad and/or air pods at school?	The school's rules a related to mobile phones and Yondr procedures also apply in full to smart watches, iPads and air pods, and other digital devices, such as gaming consoles.
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
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 Library.

8.   Evaluation

The principal or delegated staff will review this procedure annually

9.   Revision Guide

Version	Date	Amendment
1.0		Drafted document
2.0	15/09/2023	Amendments in preparation for circulation
2.1	16/10/2023	Amendments to include gaming consoles and exemption form link
2.2	20/05/2024	Added "digital devices" as well as mobile phones, and expectation of Yondr pouches to be locked entering school and to be unlocked at final bell