



Mullumbimby High School

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Yondr Program Procedures

New enrolments / Signing out

Once a student's enrolment is confirmed they will be assigned a Yondr pouch through the (front office / uniform shop). The student's name will be written on the pouch.

Students who leave the school without signing out should still return their pouches. Letters/invoices should be sent similar to the Library procedures. Year 12 students will need to either hand in their Yondr pouch or pay the \$15 lost fee before purchasing their formal ticket.

Normal operating procedures

Students are expected to use the unlocking stations on the external fence each morning as they enter to unlock their YONDR pouch, turn off their phone and place the phone inside the pouch. The pouch remains sealed throughout the day. As students leave school grounds at the end of the day they use the unlocking station to unlock their pouch.

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 sealed at all-times except when adding or removing their phones at the beginning and end of the school day.

The front office will be equipped with an unlocking station for temporary unlocking. With Principal or Deputy Principal approval students may request their phone be unlocked temporarily but the pouch must be immediately sealed again before the student returns to the playground or class.

Other mobile devices.

All technology devices not part of the BYOD framework are banned from school. This includes wireless earbuds which can easily be lost or stolen. When sighted these devices should be acted on in the same manner as mobile phones.

Recess / Lunch

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

Staff Behaviour

Teachers and support staff are asked to not have their phones out during class, or on playground duty.

Excursions/Sport

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

For the majority of sport activities students are asked to leave their bags and mobile phones in their pouches in the locked classrooms.

Counsellors / Student Support Officer

Unlocking stations will not be provided in these offices. If the Counsellor or SSO judge a student's phone urgently requires unlocking, the supporting staff will take the student to the Deputy Principal or Principal in the front office for the phone to be unlocked. The phone then must be sealed again before the student returns to the playground or class.

When a phone is sighted by staff

The teacher must ask for the phone to be handed over immediately. The phone will be given to an Executive member who will take the phone to the front office to be placed in the school safe. If the student refuses the teacher may:

- Send the student with their phone to the front office to have their phone placed in the school safe

OR

- Send a separate student to a Head Teacher, Deputies and finally Principal for assistance collecting the phone

Please note the following:

- If a student refuses to hand over their phone the student will be issued a formal warning of suspension in line with current procedures and contact will be made home. Suspension could result from further disobedience.
- Repeatedly failing to bring their pouch to school will also result in formal warning of suspension.
- The principal will ban a student from bringing their phone to school for a specified period if they continually fail to meet the school's expectations. In this situation the Yondr pouch will be returned to the school until the ban has been lifted. \$15 lost damaged pouch fee will apply if the pouch cannot be produced on request.

Students who return to the classroom will have a pink slip pass from the front office showing that they have handed over their device. The teacher may also check with the front office to ensure that the student has followed instructions.

What happens to confiscated phones?

Phones are placed in the school safe, and will be returned to students at 3pm.

In circumstances where parents/caregiver have been contacted and asked to collect the phone from the school, phones will not be released to the students unless contact cannot be made. The phone will be released to the student no earlier than 3pm 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 it will follow the procedure outlined above. Students are required to pay a nominal fee of \$15 for the replacement of the damaged or lost pouch.

Students who need their phone before or after school but have damaged or lost pouches can hand the phone to the front office in the morning where it will be kept in the school safe according to the procedures listed above, until they have possession of a pouch again.

Teaching using BYOD

Mullumbimby High School does not recognise mobile phones as BYOD devices due to their small screen, potential risk of eye strain. Teachers are encouraged to book their classes into one of the 3 computer spaces, the library, use school laptops or ipads.

Evacuation/Emergency

The mobile unlocking stations should be taken to the assembly point. Students should only be allowed to unlock their phones during a genuine evacuation with the permission of the Senior Executive. Students must be sitting in their CARE roll lines with their attendance checked before phones will be unlocked. This is to be done roll by roll without students standing or walking around.

In the event of a natural disaster, for example flooding, the principal may decide to have students unlock their phones to ease communication with families.

Yondr Inspections

At points during the year all students' Yondr pouches will be inspected to ensure they are still functional. Students 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.

As the students enter the school grounds in the morning students will be asked to present their Yondr pouches. Primary focus will be on function and obscene graffiti. Student's pouches that cannot be quickly unlocked and locked will be either surrendered and billed OR replaced as determined by a nominated staff member.

Students who do not have their case on them are to hand their phones into the front office to be stored in the school safe.