

Student Mobile Phone YONDR Policy

Mobile phones will not be used during school hours. Every student will be assigned a personal Yondr Pouch with an ID Number, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day. These pouches will be issued through the College office system.

Mobile Phone Procedures

As students enter the school grounds they will be required to turn their phone off and place their phone inside the pouch using the unlocking station as they enter the school grounds, securely close it and store in their school bag.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day where the phones remain locked. Homeroom teachers will check this procedure has been followed. Students arriving late will go through this process at the School Office.

At the end of the day students leave the school and unlock their pouch using an unlocking station and place their pouch in their school bag for the next day.

No unlocked phone is permitted on school grounds during school hours unless part of a learning experience at the explicit direction of teaching staff.

If a student needs to make a phone call for any purpose, they are to make contact with one of the Assistant Principals to organise this ahead of time.

When a phone is sighted by staff

The staff member will ask for the phone to be handed over immediately and place the phone in the Assistant Principal's (Learning and Teaching) office in a secure location. Parents or guardians will be contacted and arrangements will be made for the release of the property. Where contact cannot be made with the parent or guardian, the phone will be released to the student at the end of the school day.

If the student refuses to hand over the phone, the staff member will send the offending student with their phone to the school office where the Assistant Principal (Learning and Teaching) will record this in RISC and contact their parents. This action may result in suspension with disciplinary action being at the discretion of the Principal.

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. Students will be required to pay a fee of \$20 for the replacement pouch.

Yondr Inspections

Periodically throughout the school year all students' Yondr pouches will be inspected to ensure they are still functional and being kept in good order. Students' pouches that are damaged or graffitied will be either surrendered and billed OR replaced as determined by the Assistant Principal (Learning and Teaching)

Students who do not have their phone pouch with them will be required to place their phone in the office of the Assistant Principal (Learning and Teaching) for the school day, their details will be recorded and follow up procedure of parent notification will be required.