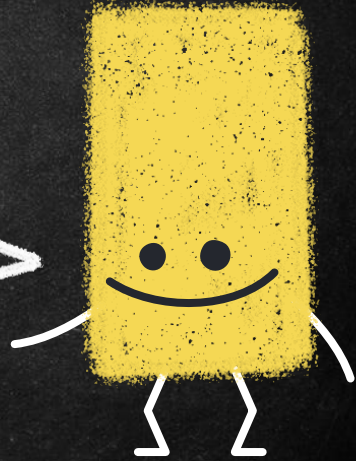
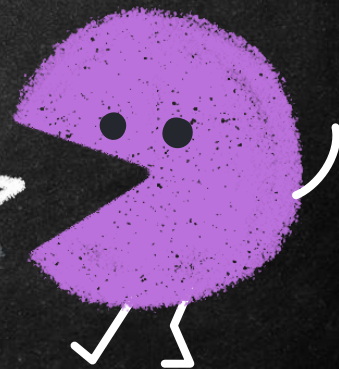


STUDENT MOBILE PHONE PROCEDURES 2023

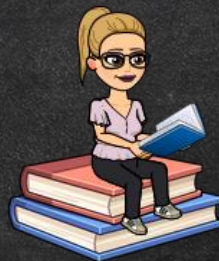
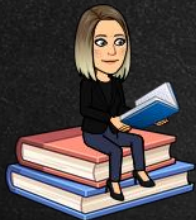


WELCOME
TO YONDR!



PURPOSE

Mitchell HS acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.



WHAT DOES THIS CHANGE MEAN.....?

- Mobile phones are not to be used during school hours.
- At the beginning of the school year, you will be assigned a personal Yondr Pouch with an ID number, similar to being assigned a textbook.
- This will be recorded through the school library.
- While the Yondr Pouch is considered school property, it is your responsibility to bring the pouch with you to school every day.



SET UP

- All students will be issued with a Yondr pouch regardless of whether or not you have a phone. Your pouch will be recorded against your name with a number.
- Every student **MUST** bring the pouch to school **EVERY** day and show your roll call teacher.
- Any damage, loss of or tampering with the pouch will result in a \$20 cost to the student.

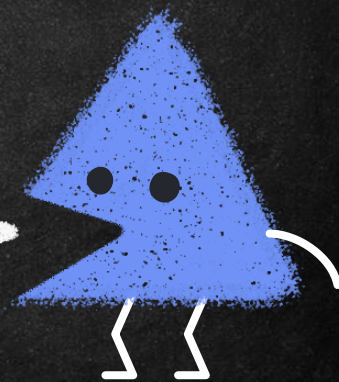


PROCEDURES.....

As You enter the classroom for roll call, you will:

1. Turn your mobile phone off.
2. Place your mobile phone inside the pouch, place it on your desk for the roll call teacher to view the phone inside and then close it securely.
3. Place the Yondr pouch into your school bag where it will remain all day. When you have PE/Sport or Pass pouches are to be placed in the teacher backpack.

You will maintain possession of your mobile phone inside the Yondr pouch for the duration of the school day. If you're late you will complete this process at the Attendance Office as they sign in.



PROCEDURES.....

If you forget your pouch, have lost it or misplaced it:

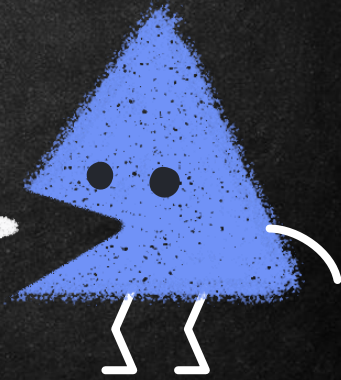
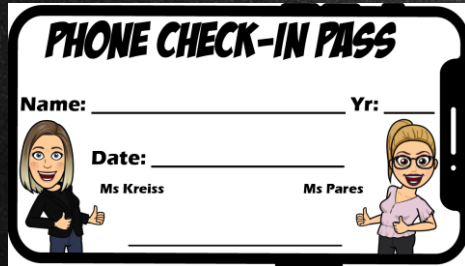
- 1) Go to your roll call room and get name marked off.
- 2) Your teacher or HT of the block will send you to the DP to hand over your mobile phone and have it locked in their offices.
- 3) You will be given a pass to return to your roll call teacher showing you have handed over the mobile phone.

PHONE CHECK-IN PASS

Name: _____ Yr: _____

Date: _____

Ms Kreiss Ms Pares



PROCEDURES.....

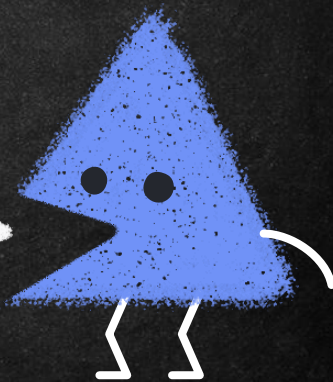
Exit

As you exit the school at the end of the school day, you will:

- 1) Unlock your pouch using an Unlocking Base around the school.
- 2) Remove your mobile phone from the pouch.
- 3) Close your empty pouch securely and place it in your school bag for the next day.

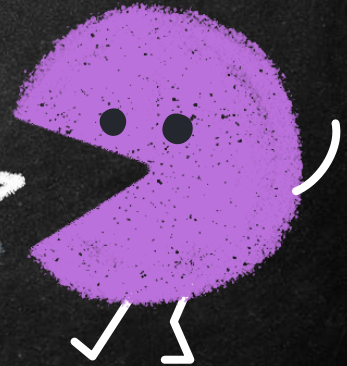
(Exception: excused early leavers whereby the student will unlock their pouch at the Front Office when they collect their Early Leavers pass)

Note: if you are going to HW Centre be sure to unlock the pouch before you go as they will be locked up by 3.30pm



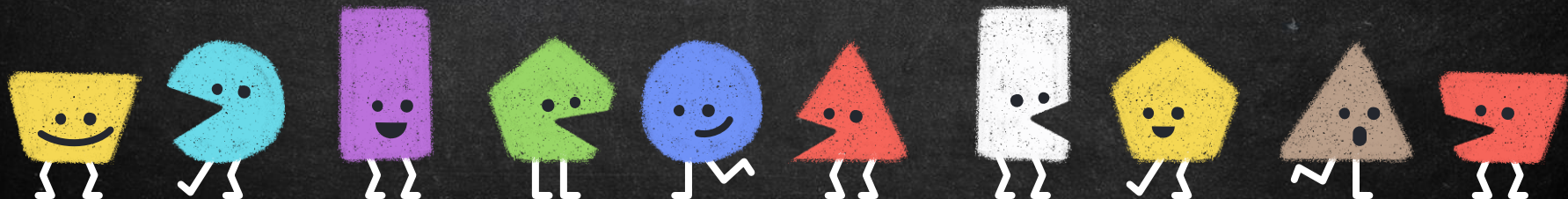
Below is a list of potential student violations. Each of these violations will result in the student's device/mobile phone and/or pouch being confiscated by school staff.

- 1) Physical damage to the pouch (Examples: discoloration, pen marks, bent pin or stripped lock inside the pouch)
- 2) Not bringing the pouch to school - you will need to bring your mobile phone to the Deputy Principal's Office.
- 3) Using your mobile phone during school hours.
- 4) Other devices, such as laptops, tablets, head-phones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and, therefore, the same policy applies to these actions.



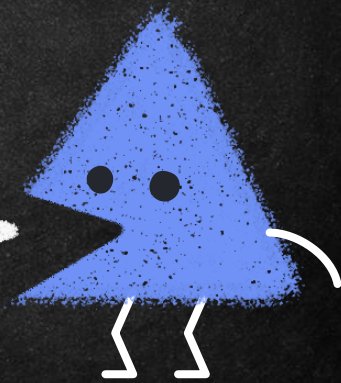
Disciplinary Action if a Yondr Pouch is damaged

- Mobile phone and pouch will be confiscated and parent/carer will be notified immediately.
- Your parent/carer must come to the school to pick up your mobile phone and a replacement pouch may be assigned.
- Formal Caution to Suspend for damage to school property.
- Deputy Principal will notify the library. The library will invoice student and parents via email and/or phone call for replacement Yondr Pouch.
- You will only be allowed to bring a mobile phone back to school if you or your parent/carer pay a \$20 fee to replace the damaged school property.



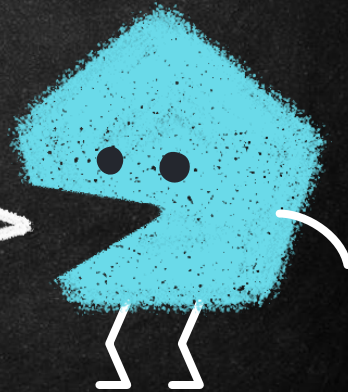
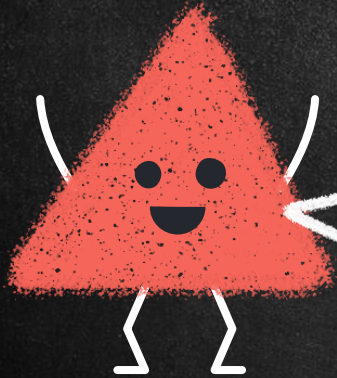
Contact between students and parents/ carers during the school day

- Should you need to make a phone call during the school day, you must:
 - approach the Front Office and ask for permission to use the school's phone; or
 - ask SASS staff for permission to unlock your mobile phone, make a phone call and then lock the Yondr Pouch again. Storing the mobile phone again must be supervised by SASS staff.
- During school hours, your parents/ carers are expected to only contact you via the school front office. A message will then be sent to you if required.



Responsibilities and obligations for students

- Be safe, responsible and respectful users of mobile phones and online services, and support your 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.



Questions?

Come see Mrs. Pares or Mrs. Kreiss

