

## **YONDR Strategy Procedures**

### **New enrolments**

Once a student's enrolment is confirmed they will be assigned a Yondr pouch through the Library.

### **Signing Out**

All students who leave the school are to return their Yondr pouches to the Library otherwise pay \$15 lost fee.

### **Normal operating procedures**

Students are to put their phones on AIRPLANE mode or off prior to placing into the pouch. Students are expected to use the unlocking stations at the entry and exit points on Cherry Street, Swift Street and Martin Street each morning as they enter to unlock their bag and place the phone inside. The phones remain locked throughout the day. At the end of the day students leave the school via the exit gates and use the unlocking stations to unlock their pouches.

No unlocked phone is permitted on school grounds during school hours unless part of a specific learning experience at the direction of teaching staff. Student Yondr pouches should be closed and locked at all-times except when adding or removing their phones at the beginning and end of the school day. Students in the Support Unit who are dropped off or picked up at the Support Unit will follow a similar procedure except they will have their own unlocking station centrally located.

### **Break Times**

Phones are to remain locked when on school grounds at all times. When a teacher sees a Student's phone during Break Times the teacher will be expected follow the same procedures for **'When a phone is sighted'**.

### **Bus duty**

When coming into school of a morning or leaving school of an afternoon, students will be able to lock and unlock their phones via entry and exit points on Cherry Street, Swift Street and Martin Street unlocking devices.

### **Excursions/Sport (off-site)**

Phones are an important safety device. Phones should not be locked in pouches where students will be off site for a substantial time or unlikely to return to school at the end of the activity. If students are found to be using their phones without teacher permission during this time the normal disciplinary procedures will be followed.

### **Mobile unlocking stations**

Are available for staff to book to allow required planned mobile phone access for specific educational activities. These are only to be used if there is a need for educational purposes. However, this should be kept to a minimum and the use of laptops should be a first priority when available.

### **When a phone is sighted by staff**

The teacher must ask for the phone to be handed over immediately to then be given to the Deputy Principal asap. The classroom teacher MUST generate a **Major** incident in Sentral.

If the student refuses, the teacher will

1. Send the offending student with their phone to the Deputy Principal to have their phone placed in a secure location.
2. The student will be handed a receipt from the Deputy Principal to say their phone has been handed in.
3. The Deputy Principal will implement a WOS and contact the parents of the offending student.
4. **If student refuses to hand phone into the Deputy Principal**, this may result in suspension with disciplinary action being at the discretion of the Principal.

### **What happens to taken phones?**

Phones are considered the property of parents and guardians and are placed in a secure section of the Front Office by the Deputy Principal. Students will collect the phone from the Front Office at the end of the school day. Multiple offences will result in Parent/Guardian contact to organise collection of the phone.

### **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 sighted, the procedure outlined above is to be followed. Students are required to pay a nominal fee of \$15 for the replacement of the damaged or lost pouch. The school will keep a minimum float of 100 reserve pouches.

Students who need their phone before or after school but have damaged or lost pouches must hand the phone to the Deputy Principal Office each morning where it will be kept in a secure place according to the procedures listed above.

### **Teaching using BYOD**

Ballina Coast High School does not recognise Mobile Phones as a necessary learning tool. Students are required to bring their computer to school charged and ready for use as per the BCHS BYOD policy.

### **Evacuation/Emergency**

BCHS staff will carry the portable unlocking stations to evacuation areas during an evacuation. Use of this unlocking station will be at the discretion of the Principal.

### **Yondr Inspections**

At points during the year all students' yondr pouches will be inspected to ensure they are still functional. Students may be given a week's notice prior to the Inspection date to prepare.

Students will be asked during Hub meetings to produce their Yondr bags for inspection by the Deputy Principals. Primary focus will be on function and graffiti. Student's pouches that cannot be quickly unlocked and locked will be either surrendered and billed OR replaced as determined by a member of the Senior Executive.

Students who do not have their case on them are to be handed the parent survey letter. Students have 1 week to return the letter to the school. Hub teachers will check each of those 'forgetful' students and notify the Deputy Principal for further action and parent notification.