

# JFHS Mobile Phone Procedures and Level System

## COMPLIANCE

### Student at the start of the day

- Turn their mobile phone, smartwatch, air pods/earphones etc. off.
- Unlocks Yondr pouch at school entrance.
- Place their mobile phone, smartwatch, air pods, into the Yondr pouch.
- Place their Mobile Phone inside the Pouch and secure it in front of school staff.
- Store it in their backpack for the day.



Student is READY for LEARNING

## EXEMPTIONS

Mobile Phone Exemption is available to student that have a medical reason to need their phone throughout the day. Student/Family complete a Mobile Phone Exemption form and provide medical evidence. If approved, the student will be issued with an exemption card that they will carry with them and present to staff when needing to use their phone/device.

### Green Entry/Level

Student does not have phone, air pods, smartwatch etc in pouch.



**STEP 1:** Phone/device is confiscated by teacher or PGD teacher.

**STEP 2:** Teacher to take phone/device to the front office, sign Yondr register and hand to admin staff to secure in safe.

**STEP 3:** Teacher to record incident on Compass using the Chronicle template 'Mobile phone/electronic device non-compliance'. SMS notification sent to parent/carer (automatically sent via compass entry).

**STEP 4:** Student placed on a Green Level monitoring card.

**STEP 5:** Student to collect phone/device from front office at the end of the day.

**NOTE:** 2 or more Green incidents in a week, a review will occur at exec meetings

## NON-COMPLIANCE

### Amber Entry/Level

- Refusal to hand over phone/device to classroom or PGD teacher
- inappropriate writing or drawings on pouch



**STEP 1:** Phone/device is confiscated by head teacher or PGD head teacher.

**STEP 2:** HT to take phone/device to the front office, sign Yondr register and hand to admin staff to secure in safe.

**STEP 3:** HT to record incident on Compass using the Chronicle template 'Mobile phone/electronic device non-compliance'. SMS notification sent to parent/carer (automatically sent via compass entry).

**STEP 4:** Student placed on an Amber Level monitoring card.

**STEP 5:** Parent to collect phone/device from front office – Called a 'Take Home' (admin to call to arrange collection)

### Red Entry/Level

- Refusal to hand over phone/device to HT or PGD HT
- Physical damage to pouch.
- 2 or more non-compliance that results in a 'Take Home' in a term.



**Pouch damage:** student/family to pay \$20 replacement fee. Student placed on a Red Level monitoring card.

**Refusal to hand over to HT:** Red Level monitoring card. DP to call home. Parent to collect phone.

**2<sup>nd</sup> non-compliance in a term:** Red Level monitoring card. DP call home. Parent to collect phone. Student banned from bringing phone/device to school.

**3<sup>rd</sup> non-compliance in a term:** Red Level monitoring card. Formal cation for suspension for 'Unacceptable risk to health and safety, learning and/or wellbeing. DP call home. Parent to collect phone (Take Home). Student banned from bringing phone/device to school.

**4<sup>th</sup> non-compliance in a term:** Suspension for 'Unacceptable risk to health and safety, learning and/or wellbeing'. Development of behaviour support plan.