



STUDENT PHONE POLICY & GUIDELINES

Phones are not to be used during school hours. Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Turn their phone off/put on airplane mode.
- 2) Place their phone inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their bag for the day.

At the end of the day, students will open their Pouch (using unlocking bases at school gate), remove their phone, close their Pouch and put it in their bag. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones in the **front office**.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their Pouch or is caught on their phone, Senior Executive will:

Incident 1: Allow student to put in pouch if they have one/confiscate phone and return at the end of the day if they do not. Students are expected to bring their pouch the next day, or it will be considered lost.

Incident 2: Confiscate phone and notify parent/carer. Phone returned at the end of day.

Incident 3: Individual Behaviour Management Plan – Parent Meeting. Parent to collect phone from front office.

Examples of damage:



Ripped
Cut
Torn
Bent/cut pin
Signs of force to black button on flap

Forgotten Pouch

If a student forgets their Pouch, **the phone may be secured safely at the front office**. The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered lost. Parent/Carers may be invoiced for the replacement cost.