



KHHS “Lock Down; Look Up” Initiative (Revised Electronic Devices Management Policy)

Background/Rationale

Since the inception of its Electronic Devices Management Policy, Killarney Heights High School has prioritised educating students on the safe and responsible use of all electronic devices. While most students have followed the policy, there have been unfortunate exceptions, and the abuse of mobile phones has presented significant challenges for teachers and other students, often disrupting entire classrooms. In most instances, student misbehaviour is addressed on a case-by-case basis; however, unauthorised mobile phone use is contributing to a growing problem. In order to lighten teachers’ classroom administration burden, the School is updating its Electronic Devices Management Policy to place teachers in control of when and how mobile phones are used at school. While a single policy cannot possibly eliminate all behavioural issues teachers encounter in the classroom, the School believes this is an important first step towards addressing this problem in order to promote staff and student safety, health, and wellbeing.

The KHHS Executive (comprised of the Principal, Deputy Principals, and Department Heads) has consulted extensively with the school community via various channels, including engagement with parents and carers at P&C meetings, extended conversations with teachers and students at school, and most recently, a series of bespoke surveys for teachers, parents and carers, and students, respectively. In September, a working group comprised of parents, P&C Executive members, and School Executive members was convened. This group was charged with analysing and collating survey data and recommending a revised policy on electronic devices that is more transparent for teachers, parents and carers, and students.

But what about mobiles used for learning purposes?

The school recognises the usefulness of mobile phones as learning aids and their importance in fostering technological literacy. For this reason, mobile phones will still be used in the classroom; however, teachers will have sole discretion over when to “unlock” mobiles for learning purposes—and when to lock them down. Year 7 ICT lessons that teach responsible use of technology (and mobile phones in particular) will continue, as it is more important than ever that our children learn to become responsible digital citizens in an increasingly digitized world.

Some have asked why mobiles can't just be stored away during class time and used at other times, at the students' discretion. There are two key reasons:

1. Inside the classroom, inappropriate mobile phone use has created an additional administrative and classroom management burden for teachers and an unwelcome distraction for students. Following extensive classroom observations and a careful review of incident data, the School has decided to mitigate this challenge at the school gates—before students even enter the classroom—to minimise disruptions during the school day.
2. Outside the classroom, it has been observed that an increase in mobile phone use at recess and lunch has replaced face-to-face interactions among students and healthy engagement in physical activity. [The Australian Institute of Family Studies](#) encourages us to move more and take regular breaks from electronic devices. Moreover, it recommends no more than two hours' screen time *per day* for young people aged 5 to 17. In addition to the physical benefits, limiting screen time is also important for mental health, social development, and community building. [With youth-related problems on the rise](#), it has never been more important for students to prioritize human interaction and connect with each other during the school day, much like healthy families encourage “phones off” at dinnertime to engage in conversation and make eye contact after a long day of work and study.

The Revised Policy and what it means for Parents and Students

The revised KHHS policy limits the use of mobile phones and small electronic devices (including headphones and ear buds) during the school day. This does not include BYOD laptops. The school acknowledges that in certain circumstances, access to mobile phones may be necessary, and is happy to work with concerned families on a case-by-case basis.

Reasonable adjustments will, of course, be made for any student who relies on an electronic device for the day-to-day management of disability or learning, physical, medical, and/or mental health/ wellbeing needs. Parents and carers are encouraged to liaise with the school Learning Support and Wellbeing Teams directly to formulate a plan for meeting these students' individual needs. Such exemptions will be documented on the students' support plan and reviewed on a regular basis.

Finally, the school recognises that from time to time, students will need to communicate with parents and carers (and vice versa) during the school day. For brief messages, this can be achieved via students' school email accounts and computer-mediated messenger functions. In more serious or emergency situations where a detailed conversation is required, the school office can assist. And students will, of course, have access to their mobile phones before and after school and any time they leave the school grounds for sport or excursions. The new policy applies only to the time spent *within school grounds*, as KHHS understands the important role mobile phones play in keeping students safe while in transit to and from school.

School Expectations

- In term 4 2023, students in years 7-10 will be required to continue using their Yondr pouch to secure their mobile phone for the duration of each day.
- From term 4, 2023 year 11/12 students will be required to keep their phones away in their bags for the duration of the school day.

- From term 1 2024, all students in years 7-11 will be required to use a Yondr pouch to secure their mobile phone for the duration of each school day.
- The school-issued pouch will be considered part of the school uniform, and all students who own a mobile phone are expected to have their Yondr pouch at school every day. We encourage students to write their name on their pouch and personalise it with appropriate decorations.
- Each student is responsible for maintaining their pouch and ensuring it is in workable condition at all times. The number assigned to the pouch (and student) will be displayed on the inside of the closing mechanism.
- Students who lose or destroy their pouches will be asked to pay a \$10 replacement fee and be required to leave their phone with the front office until the fee has been paid.
- Upon entry to school, all students are required to turn off their mobile phones, place them in the Yondr pouch, and ensure the pouch is locked.
- Headphones/ear buds are not part of the school uniform and should not be used during school hours unless directed to by a teacher or as part of a support plan. These should be safely stored in bags, not on the student's person.
- Yondr pouches should be secured in school bags or lockers at all times and never left unattended.
- After using mobile phones in class under teacher supervision, students should return their phones to the pouch, securing them prior to leaving the classroom.
- Students with disabilities or wellbeing related needs may have, as part of their Support Plans, access to mobile phones in the classroom to support their education. When accessing the device/s, they must respect the rules and conditions covered in their support plan.

Compliance:

First Instance:

- If a student is found using their device without permission, either in the classroom or the playground, the student will be referred to the Deputy Principal. The device will be handed to the Deputy Principal and placed in a secure location until the end of the day. At the conclusion of the school day, the mobile will be returned to the student by a member of the senior executive. The incident will be recorded on the student's behaviour record as a refusal to follow a reasonable instruction.

Second Instance:

- If a student is found using their device without permission for a second time, the device will be confiscated as per the process outlined under the first offence. The student will not be permitted to collect the phone at the end of the regular school day. A parent or their designee will be notified that they are required to collect the phone from the school. This incident will also be recorded on the student's behaviour record as a refusal to follow a reasonable instruction.

Implementation Procedures

General

- Students that bring mobile phones to school should have their mobile phone in their Yondr pouch, and the pouch should be closed and locked at all times.
- Unlocked (i.e., not in Yondr pouch) Year 7-10 student mobile phones will not be permitted on school grounds during school hours, except when:
 - A teacher has unlocked the Yondr pouch as part of a specific learning experience.
 - The student has a documented exemption. This is usually part of their learning, wellbeing or behaviour support plan. Teachers will need to be aware of individual exemptions for all students they teach.

New enrolments

- Upon confirmation of a student's enrolment, a Yondr pouch will be assigned to them through the front office.

Arriving at / leaving school each day

- On entry to the school each day, all students in Years 7-10 will be required to turn off their mobile phones, place them in their Yondr pouch, and ensure their pouch is locked.
- The pouches will remain locked throughout the day except in cases of teacher-supervised activities or approved exemptions.
- At the end of the day, students will need to access the unlocking stations on their way out of the school grounds to enable access to their mobile phone.

Mobile unlocking stations

- These are available, through the library, for staff to book to enable access to student's mobile phones for specific educational activities. These would usually be planned activities with a specific educational purpose, including, but not limited to, safe and responsible use of technology lessons and education-related photography and videography.

Excursions/Sport (off-site)

- Phones are an important safety device and should not be locked in pouches when students are off site for a school organised activity, particularly if they are not likely to return to school at the end of the activity.
- Students will need to ensure they unlock their pouches and remove their phones from them when leaving school grounds in these instances.

Damaged or lost pouches

- Students who lose or damage their pouch will be asked to pay a \$10 fee to replace their pouch. They will be required to leave their phone with the front office until they have paid the fee for their new pouch. The school will have a stock of pouches available for re-issue in these circumstances.
- If a student requires their mobile phone before or after school while waiting for a replacement pouch, they are encouraged to hand their phone to the Deputy Principal/Office each morning, where it will be kept in a secure place until the student collects it at the end of the day.

Evacuation/Emergency

- Staff will carry all portable unlocking stations to evacuation areas during an evacuation. Use of these unlocking stations will be at the discretion of the School Executive.

Yondr Inspections

- Random inspections will be carried out at various times to ensure compliance with the policy. Students will be asked to present their pouches to show that the pouch is locked with their phone inside.
- At announced times during the year, all students' Yondr pouches will be inspected and audited to ensure they are still functional. Students will be given a week's notice prior to the inspection date to prepare.
- Students will be asked to produce their Yondr pouch for inspection by the Deputy Principals. The primary focus of these inspections will be on functionality of the pouch. Student pouches that cannot be quickly unlocked and locked will need to be replaced. This will be determined by a member of the School Executive.
- Students who do not have their pouch on them for the inspection will be sent to the office to discuss the matter with a Deputy.

Expectations of Staff

- Teachers and other school staff should aim to be positive role models around responsible mobile phone use and should minimise their own use of mobile phones in front of students unless it is to support specific learning activities.
- Teachers are encouraged to use school owned/supplied digital devices to conduct online learning activities where possible.
- When a learning activity requires the use of student-owned mobile phones, the teacher will book a portable unlocking station. The teacher should ensure that they leave enough time for all students to turn off and relock their devices in the Yondr pouches at the end of the lesson and that the phones are only out of pouches for the duration of the learning activity.

Expectations of Parents/Carers

- The role of educating students on the responsible use of mobile electronic devices does not rest solely with the school. As such, this policy is not intended to operate at school in isolation. It should complement, rather than replace, guidance from parents and carers at home and outside the school environment generally.
- To maximise the effectiveness of this school initiative, parents and carers must also take an active and ongoing role in modelling and promoting responsible use and behaviours associated with mobile electronic devices.