



Youndr Phone Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

Ysgol Dyffryn Conwy

Youndr Phone Policy

1. Rationale

The widespread ownership of mobile phones among young people requires that parents, guardians, learners, schools and teachers take steps to ensure that they are used responsibly at school and in school-related activities. This policy is designed to help increase teaching and learning time, reduce mobile phone-related distractions, increase the safety and well-being of our learners, ensure potential issues involving mobile phones are clearly identified and addressed. This policy provides teachers, learners and parents/guardians with guidelines and instructions for the appropriate use of mobile phones at school and school-related activities.

2. Policy Statement

Mobile phones and headphones are not to be used during the school day before school, in class, during breaks, or during other school-related activities (unless permitted under this policy).

3. Responsibilities and Delegations

3.1 It is the responsibility of learners who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2 Mobile phones are not to be used during school hours.

3.3 Every learner will be assigned a personal Yondr Pouch. Whilst the Yondr Pouch is school property, it is each learner's responsibility to bring their Yondr pouch with them to school every day. Parents/guardians will be billed for the cost of replacing a Yondr pouch that has been willfully damaged, tampered with or lost – cost of £20.

3.4 Every learner will be a safe, responsible and respectful user of online services and support their peers to be the same.

3.5 Every learner will respect and follow school expectations and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

3.6 Due to the implementation of the Yondr Pouch, parents/guardians are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure learners are contacted quickly and assisted in the appropriate way.

3.7 Matters not specifically addressed in this policy will be managed by the Headteacher / delegate in accordance with the relevant school and Department policies and procedures.

4. Procedures

School Entrance: As learners enter school grounds, they will:

- 1) Turn their phone off.
- 2) Unlock their empty pouch using an Unlocking Base at the School Entrance.
- 3) Place their phone and earbuds inside the pouch, securely close it and store it in their school bag.

Each learner will maintain possession of their mobile phone inside their pouch for the duration of the school day.

Late learners will do this process at the Reception desk as they sign in.

School Exit: As learners exit the school at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base at the school Exit.
- 2) Remove their phone and/or earbuds from their pouch.
- 3) Securely close their empty pouch and place the pouch in their backpack for the next day.

Breaches

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

- 1) Physical damage to the pouch, in an attempt, to circumvent its intended purpose. (e.g. cut, discolouration, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch
- 3) Using their phone during school hours
- 4) Smart watches are allowed but used only as a watch (no phone functions)
- 5) Other devices used in a manner similar to mobile phones such as texting, using social media, listening to music, etc

Consequences if a Pouch is damaged

- 1) Phone and Pouch will be confiscated, and parent/guardian will be notified.
- 2) Learner's parent/ guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned at a cost of £20.
- 3) Behavior Learning Plan for damage to school property.
- 4) Staff will notify the School Finance Manager. The school will invoice the learner and parent/guardian via email and phone call for a replacement pouch.
- 5) The learner will only be allowed to bring a phone back to school if they or their parent/guardian pay a £20 fee to replace the damaged school property.
- 6) Repeat offences will result in further disciplinary action.

PROCESS FOR PHONE MISUSE

1 st Warning – Recorded on Class Charts				
Learner has phone out or has phone		- Teacher logs in Class Charts - Teacher sends learner to PO (Pastoral Officer) - PO Restorative conversation - Parents informed through Class Charts.		- Phone placed in pouch and under supervision of PO and kept in School safe until the end of the day - Learner returned to class - If learner does not have a pouch, phone confiscated, placed in safe and returned at end of school day by PO or Support Staff.

2 nd Warning – Recorded on Class Charts – Parents Notified				
Learner has phone out or has a phone not in a pouch		- Teacher logs in Class Charts - Teacher sends learner to PO - PO checks Class Charts for previous warning - PO documents 'Behavior Plan' on Class Charts / Provision Map. - Parents informed through Class Charts.		- Phone confiscated by PO and kept in school safe - Learner returned to class - Phone returned to learner at the end of the day by PO or Support Staff

3 rd Warning – Recorded on Class Charts – Parents called to collect				
Learner has phone out or has a phone not in a pouch		- Teacher logs in Class Charts - Teacher sends learner to PO - PO checks Class Charts for previous warnings - Formal caution issued / parent informed via email - Following 3rd warning = Learner to hand phone to a PO daily (for 5 school days)		- Phone confiscated by PO and kept in school safe - Learner returned to class - Parents notified to collect phone from PO / Support Staff.

4 th Warning – Recorded on Class Charts – Internal / External Suspension for Continued Disobedience				
Learner has phone out or has a phone not in a pouch		- Teacher logs in Class Charts - Teacher sends learner to PO - PO checks Class Charts for previous warnings - Suspension may be issued. - Following 4th warning = Learner to hand phone to a PO daily (for 510 school days)		- Phone confiscated by PO and kept in school safe. - Learner return to class / internal exclusion (or consideration if external). - Parents notified to collect learner and phone from PO / Support staff.

Classroom processes for Learner Phone Use

After a learner hands the phone to the Front Office they will return to class with a note. This will be used to notify the teacher that the phone has been locked away.

Contact between learners and parent /guardian during the school day

Should a learner need to make a call during the school day, they may:

- See the Pastoral / ALN team (for social/emotional support)
- Reception Team (parent questions not able to wait until the end of the school day)

During school hours, parents and guardians are expected to only contact their children via the school office via **Phone 01492 642800** or email cyff@dyffrynconwy.conwy.sch.uk message will then be given to the learner.

Responsibilities and obligations

For learners:

- Be safe, responsible and respectful users of mobile phones and online services and support their 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 in line with the Learner Behaviour Policy.

For parents and guardians:

- Recognise the role they play in educating their children and modeling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support the implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as the use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Switch off or put their digital devices on silent when at official school functions and during meetings.
- Provide digital devices that meet school specifications and complete any related paperwork.

For the headteacher and teachers:

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - Will follow agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
 - Educating learners about online privacy, intellectual property, copyright, digital literacy and other online safety-related issues.
- Model appropriate use of digital devices and online services in line with school and departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:

- Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
- Working with the Education Department and the Office of the eSafety Team (if necessary) to resolve cases of serious online bullying and image-based abuse.
- Following the school's behaviour management plan when responding to any incident of inappropriate learner behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and guardians to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to the appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors:

- Be aware of the school's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Learners will be informed about this procedure through assemblies, school Website, email and the Ysgol Dyffryn Conwy Facebook / Instagram / X page.

Parents and guardians will be advised via the school parent portal/email. This procedure can be accessed electronically via the school's website.

Exemptions:

Use of mobile phones will be permitted if a learner requires a mobile phone or online service for medical reasons as part of their school health care plan. Alternate pouches will be made available for learners requiring medical exemptions. Phones will be returned to and stored securely in their Pouch at the end of use.

If a learner requires a digital device or online service for medical reasons or required by law, an exemption will be provided. Parents need to provide supporting documentation for consideration by the Headteacher.

Exemptions may only be granted by the Headteacher after consideration of all supporting documentation and a learner parent/guardian meeting is conducted.

Learners will have the exemption flagged on their Class Charts learner profile.

Complaints

If a learner, parent or guardian has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for learners/ parents/ guardians about making a complaint about our schools](#).

Review

The Headteacher or delegated staff will review this policy annually.