



## **STUDENT PHONE POLICY & GUIDELINES**

**Phones are not to be used during school.** Every student is assigned a personal Yondr Pouch. 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**

#### **Beginning of the Day**

Students must bring their Pouch to school with them each day.

#### **School Entrance Model**

As students arrive to school they will:

- 1) Turn their phone off.
- 2) Open their Yondr Pouch by tapping against the Unlocking Base.
- 3) Place their phone inside the Pouch and secure it.
- 4) Store it in their school bag or locker for the day.

#### **End of the Day**

Students will:

- 1) Open their Pouch
- 2) Remove their phone
- 3) Close their Pouch (Important to stop the pin bending in the bag)
- 4) Keep in their school bag overnight.

#### **Late Starters or Early Leavers**

Students arriving late or leaving early will pouch/unpouch their phones at reception.

### **VIOLATIONS**

**Pouches will be checked to make sure they have not been damaged**

Pouch Damage or Lost Pouch

If a student damages or loses their Pouch, we will collect the phone. Parent(s) will be informed and there will be a fee of €30 for a replacement pouch.

Examples of damage:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball
- Pouch opens without unlocking station

#### Phone seen during School

If a student is found in possession of a phone outside a Yondr pouch, the phone will be confiscated. Detention and/or in-school suspension will be issued to the student. The phone can only be collected by a parent/guardian after school hours.

#### Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected, and a message will be sent home to remind the parent of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost.

**Refer to the Lost Pouch policy above.**

#### Unlocking Stations

If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence, and school rules will apply.

#### Accidental Damage

Notify the school immediately explaining what happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously.