



## Student Use of Digital Devices and Online Services Procedure

### Purpose

This procedure guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

### Scope

This procedure provides a consistent framework for the safe, respectful and responsible use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

### Our School's Approach

Each day, students hand in their phones into the office, where they are kept in a locked drawer, only accessible by the office staff. The school takes responsibility and liability for these devices. Students can collect their devices, from the office, at the end of each day.

School work that requires the use of digital devices will be completed on laptops or iPads managed by the school. Students are required to log into these devices with their own logins and are not to share passwords with others.

### Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

### Consequences for inappropriate use

- The student is given a warning from a teacher or other staff member.
- The student is referred to the Assistant Principal.
- The teacher or principal arranges a meeting with the student's parent or carer.
- The student's digital device is confiscated by an Assistant Principal or Principal.
- Confiscated devices are handed in to the school office and can be collected at the end the day.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

### **Contact between students and parents and carers during the school day**

Should a student need to contact a parent or carer during the school day, they must approach the administration office and ask for permission to use the school's phone. During school hours, parents and carers are expected to only contact their children via the school office.

### **Responsibilities and obligations**

#### **Students**

- Be safe, respectful and responsible users of digital devices and online services and support their peers to be the same.
- Respect and follow school values 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 and behave in the ways described in the Behaviour Code for Students.

#### **Parents and Carers**

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, respectful and responsible use of digital devices and online services.
- Support 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 use of online services with age and content restrictions.

#### **Principal, Assistant Principals and Teachers**

- Deliver learning experiences that encourage safe, respectful and responsible use of digital devices and online services.
- This includes: establishing what is safe, respectful and responsible student behaviour for using digital devices and online services (see appendix 1), in line with this procedure and departmental policy; identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- 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 department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services

#### **For non-teaching staff, volunteers and contractors**

- Be aware of the department'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**

### **Students**

- The school procedure will be discussed at a whole-school assembly for students in Years 3-6, including Supported Learning.
- The school procedure will be communicated via social-story for students in K-2, including Supported Learning.

### **Parents and carers:**

- Parents and carers will be advised via SchoolStream.
- Reminders will be placed in The Westerly.
- This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

### **Complaints**

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

### **Review**

The principal or delegated staff will review this procedure annually.

## Appendix 1: What is safe, responsible and respectful student behaviour for using digital devices and online services?

<b>BE SAFE</b>
<ul style="list-style-type: none"><li>• Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.</li><li>• Only use your own usernames and passwords, and never share them with others.</li><li>• Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.</li><li>• Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.</li></ul>
<b>BE RESPECTFUL</b>
<ul style="list-style-type: none"><li>• Respect and protect the privacy, safety and wellbeing of others.</li><li>• Do not share anyone else's personal information.</li><li>• Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.</li></ul>
<b>BE RESPONSIBLE</b>
<ul style="list-style-type: none"><li>• Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.</li><li>• Follow all school values, procedures and instructions from school staff, including when using digital devices and online services.</li><li>• Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.</li></ul>

## Appendix 2: Key Terms

- Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.
- Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- Online safety is the safe, respectful and responsible use of digital media, devices, other technology and online services.
- School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.
- School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.