



E A Southee Public School

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, responsible and respectful 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.

Key Policy Statement from the Department of Education

Our School's Approach

E A Southee Public School provides a wide range of mobile technology devices which are available for students to use as learning tools in classrooms, in our library and across the school.

Students are given a NSW Department of Education username and password which allows them to access the NSW DoE student portal, a range of online apps and programs and filtered internet.

In accordance with the Department of Education NSW guidelines, E A Southee Public School restricts the use of digital devices by primary school students during class, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

We recognise some students will bring digital devices such as tablets, mobile phones, smartphones and smartwatches to school. These devices are only to be used outside of school hours and are not to be used on site.

Students who bring mobile phones and/or other devices to school it is at their own risk. The school and school staff members will not accept any responsibility for any loss, damage or theft to mobile phones or other devices or for investigating loss, damage or theft.

Where a watch-type device is worn, they are to be kept in watch-mode (or similar) and all access to phone calls, messaging and internet is to be disabled while on school grounds, at school events and/or during school hours. Where this is not possible, each day, students hand in all their digital devices (including mobile phones and smart watches) into the office. The school



office will store these devices. Students can collect their devices, from the office, at the end of each day.

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 and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Consequences for inappropriate use

Students are not to use mobile phones or digital devices while at school, during school hours or while at a school event. Students who use a digital device or mobile phone will be subject to the school's discipline system and will face an appropriate consequence in line with our Student Discipline and Wellbeing Procedures.

- The teacher or principal arranges a meeting with the student's parent or carer.
- The student's digital device is confiscated by a staff member. If school staff have reasonable grounds to suspect that a student has inappropriate material on his or her phone, they may confiscate the phone for the purpose of confirming the existence of the material.
- Confiscated devices are held in the principal's office until a parent or carer collects the device.

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- 69421166.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices 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 and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful 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.



- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter. (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>)
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - Establishing agreed classroom expectations for using digital devices and online services, 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.
 - Educating students 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 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 department and the Office of the eSafety Commissioner (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 student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers 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 appropriate use of digital devices and 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.
- Classroom teachers will inform their students about this procedure.

Parents and carers:

- Parent and carer preferences were explored via the P&C executive.



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- Parents and carers will be advised via the school newsletter.
- 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 complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about 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: Key terms

Bring your own device is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

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.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

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.



Appendix 2: What is safe, responsible and respectful student behaviour?

Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- 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.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
 - Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
 - Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
 - Make sure the devices you bring to school have the latest software installed.
 - Take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways.
 - Only use online services in the ways agreed to with your teacher.
 - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
 - Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- 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.



Appendix 3: Specifications required for bring your own devices

Wireless connectivity: Details of minimum required specifications to be described here

Operating system: Details of minimum required specifications to be described here

Software and apps: Details of minimum required specifications to be described here

Battery life: Details of minimum required specifications to be described here

Memory and RAM: Details of minimum required specifications to be described here

Hardware features: Details of minimum required specifications to be described here

Ergonomics: Details of minimum required specifications to be described here

Other considerations: Details of minimum required specifications to be described here

Accessories: Details of minimum required specifications to be described here



Appendix 4: Digital Learning Pledge

As a student and a digital citizen, I pledge to:

Be responsible. I will ...

1. Do my best to complete my schoolwork and assignments.
2. Be careful with my device by:
 - carrying it with two hands.
 - putting it down on a clean, flat surface.
 - not eating or drinking when I use it.
3. Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.
4. Follow the expectations of the "Student Use of Digital Devices and Outline Services Procedures".

Stay safe. I will ...

- Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- Not share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- Tell my teacher or an adult I trust if anything makes me uncomfortable online.

Think first. I will ...

- Remember that my teachers can see whatever I do and say on the school's device during video meetings, in emails and chats, and on shared documents.
- Give credit to the sources of online information I use for schoolwork.
- Know that not all information online is true.

Speak up. I will ...

- Tell my teacher if I'm confused about anything or need help.
- Be a good friend to my classmates.
- Tell my teacher or an adult I trust if I see someone being treated poorly or unfairly.

Stay balanced. I will ...

- Set specific times to use my device for learning and homework.



- Follow my family's media plan.
- Make sure there's time in my day for doing activities that don't involve electronic devices, like exercising and eating healthy food.
- "Pause for people" and look up if someone wants to talk to me when I'm on my device.

In exchange, my parent or caregiver will ...

- Support my digital learning by setting me up for success.
- Communicate regularly with my teacher about my progress.
- Help me use technology responsibly and safely and be a good digital citizen.
- Talk to me about the consequences of my behaviour.

Signed by student: _____

Signed by my parent or caregiver: _____

Date: _____