



**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.

**Our School's Approach**

Our 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 define digital devices for the purpose of this procedure as 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.

We recognise that some students will bring digital devices to schools, whether for personal or educational use. Schools are under no obligation to provide storage facilities; however, we request that student owned devices must remain in the classroom in view of CCTV cameras when not being used by students.

**Code of conduct**

1. Follow school rules for online device use.
2. Use only for educational purposes.
3. Report any misuse or inappropriate online behaviour.

**School rules for online device use**

- An online learning agreement must be signed and returned before any device is used at school.
- We request that student owned devices must remain in the classroom in view of CCTV cameras when not being used by students.
- Online devices are only to be used under teacher supervision in the classroom.
- All screens must be visible to the teacher.
- When away from their regular classroom, a booklet of work will be provided to students who are unable to attend excursions or other activities rather than device based work contracts requiring technology.
- Playing music whilst learning (on headphones or speakers) is not permitted.
- Students should be clearly aware of what the device is being used for, what internet sites can be visited and what they are able to download. If in doubt, ask the teacher.

- All work produced online must be purposeful, original and of high quality.
- Online activity is monitored.
- Consequences for any misuse of online devices are applied by teachers.

### **Exemptions**

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.

Exemptions may be granted by the principal, including allowing students to use a device for a non educational purpose as part of a reasonable adjustment for student learning and wellbeing. For the purpose of this policy, a 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.

### **Consequences for inappropriate use**

1. *1st instance*  
1 day loss of device access  
Reflect upon and write out code of conduct for online device use at next break for class teacher.
2. *2nd instance*  
5 day loss of device access  
1 day of thinking time  
Password disabled by teacher through Educational Management Utility.
3. *3rd instance*  
Parent contact  
Level and loss of device access and password whilst on level.

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

Should a student need to make contact with a parent or carer during the school day, they must:

- Speak to their teacher, then approach the administration office and ask for permission to use the school's phone;  
or
- for less time sensitive issues, have a conversation with their teacher who can make contact via digital avenues such as Class Dojo.

During school hours, parents and carers are able to relay messages to children via the school office. Parents can also share information with teachers via Class Dojo, but staff are only able to periodically access this platform, so all time sensitive information should be communicated through the school office via phone call.

### **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.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

### **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 will be informed about this procedure through annual classroom conversations.

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 and make contact with the school directly in the first instance. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

### **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, in appropriate 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 - Code of Conduct for Online Learning

This code applies to all online activity using school or student owned devices.

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- Online devices are only to be used under teacher supervision in the classroom.
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- All work produced online must be purposeful, original and of high quality.
- Online activity is monitored.
- Consequences for any misuse of online devices are applied by teachers.

### Consequences for inappropriate online behaviour

*1. 1st instance*

- 1 day loss of device access
- Write out code of conduct and rules for online device use at next break for class teacher.

*2. 2nd instance*

- 5 day loss of device access
- 1 day of thinking time
- Password disabled by teacher through Educational Management Utility.

*2. 3rd instance*

- Parent contact
- Level and loss of device access and password whilst on level.

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### Online learning agreement

I have read and understand the school code of conduct for online learning and I agree to abide by the rules.

Student \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_