Student Use of Digital Devices and Online Services Procedures

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
Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Smithfield Public School learning environment supports students to develop technological, social and emotional competencies. Our approach aims to maximises the benefits and minimises the risks of digital environments.

Student use of digital devices and online services is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration. The use of digital devices and online services are incorporated into everyday learning to enhance engagement and the development of these critical skills.

Digital devices and online services are also used at Smithfield Public School as part of reasonable adjustments provided to students to enable them to participate in school on the same basis as their peers. Alternatively, some students may be exempt from the use of digital devices and online services based on the wishes of the family and/or to meet their learning or support needs.

Smithfield Public School does what it reasonably can to provide safe and secure access to digital devices and online services. Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content while using the Departments online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child at home or in locations away from school.

Inappropriate use of digital devices and online services are dealt with promptly to minimise negative impact.

Current as at: 13 June 2023   Review: 2024

The rules students follow at Smithfield Public School when using computers or electronic equipment are:

1. I will use digital devices and online services only with teacher permission.
2. I will follow all instructions from the teacher when using digital devices and online services.
3. I will use time effectively and do only the task/s assigned.
4. I will work co-operatively.
5. I will take care of hardware, peripherals and software.
6. I will only use school software and approved websites.
7. I will start and shut down devices using the correct procedure.
8. I will not use school devices for anything that is against the law, is wasteful of resources or which will inconvenience others, for example:
   · Printing more copies than needed.
   · Downloading music files, games, videos, live sites or streaming.
   · Changing the settings on devices.
   · Damaging or disabling devices or equipment.
9. I will only access/work on my own work which is stored in my own folder/file/ Google Drive and/or my removable disk/thumb drive.
10. I will only keep school related data on thumb drives and in my Google Drive and/or files/folders.
11. I will only access websites that are relevant to the information needed for school and have been approved by teachers. This includes not accessing any social networking sites.
12. I will not give out any personal information.
13. I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don't like or feel are inappropriate.
14. I am aware that the school can check device files and monitor internet usage.
15. I will acknowledge the source of information, images etc used in my work.
16. I will not copy someone else's work into my work.
17. I know that if there is a breach of the rules, my digital device and online privileges may be withdrawn and I will need to renegotiate my future use.
18. I know that I am legally liable for misuse of devices and online services and that the police may be contacted.

Students are not permitted to use digital devices without teacher permission, particularly outside the classroom. They are not to be taken out into the playground during breaktimes or before and after school. Before and after school, devices are to remain in students' bags unless students are contacting parents/caregivers for pick up arrangements. If devices are seen before and after school, students will be asked to put them in their bags. After three verbal warnings, if behaviour still persists, teachers will hold onto the device until the bell goes or the student leaves for home.

Devices with internet connection are not permitted on school excursions, camps or at sporting events. Teacher may give permission for students to use cameras or other devices, without internet connectivity, to take photos only at these events. Teachers will take photos on school excursions, camps and at carnivals for students to view.

Students are not permitted to use photo or video functions on devices without teacher permission.

At Smithfield Public School the learning, wellbeing and safety of our students is priority, which is why students use of digital devices is restricted, including mobile phones, from the time they arrive to the end of the school day. This extends to the use of smart watches which need to be on airplane mode during this period. These procedures aim to reduce distractions in class and improve student engagement. The front office will ask students to turn off their mobile phones before they are placed in the pocket. This will prevent students' learning being disrupted throughout the day.

Mobile phones are not to be used at Smithfield Public School as devices for learning, therefore, students are not to have mobile phones throughout the school day. If students bring mobile phones to school, they are to drop them off at the office upon arrival and pick them up at the end of the day. Students are not permitted to keep their phones in school bags as this increases the risk of damage and/or inappropriate use. The school will take reasonable measures to ensure the safe storage of mobile phones in the school office. The school does not take responsibility for the loss or damage of mobile phones; therefore, it is strongly recommended that students do not bring mobile phones to school. If students need to contact family members, they are supported by office staff to do so using the school phone. Similarly, if families need to get a message to students, they can contact the school office.

Consequences for inappropriate use

Students are not permitted to bring their own device to school until they and their parents have signed an Acceptable Usage for School Student Agreement.

Students will be aware that:
- **they are held responsible for their actions while using internet and online communication services**
- **they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.**
- **the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services. If they are found with any inappropriate material on their device in breach of the agreement, the device may be confiscated and the matter reported to police.**

Contact between students and parents and carers during the school day

Should a student need to make a call 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

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

For students

- Be safe, responsible and respectful users of digital devices and online services and support their peers to do 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.
- Students are solely responsible for the maintenance of their BYOD devices including, but not limited to: charging of device, labelling device for identification purposes, ensuring the device is safe and secure travelling to and from school or school events. **The school does not accept responsibility for any loss, damage or theft.**
- Turning off/ or turning mobile phones on aeroplane more before dropping their phone off to the office before 9am and collecting it at the end of the day.
- Turning smart watches onto aeroplane mode upon arrive at school and leaving it in this mode for the duration of the day.

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 2023 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 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.
- 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.
- 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 the principal

- Maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services.
- Develop and implement school procedures in consultation with staff, students, parents and careers.
- Inform staff, including new staff and casuals, about school-based procedures.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breachers and incidents of inappropriate use of digital devices online services as required by school procedures, departmental policy and any statutory and regulatory requirements.
- Support parents and carers to understand strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online service.
- Provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of school procedures.
- Monitor and periodically review the suitability of their school procedures.

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.

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 underlineguide for students/ parents/ carers about making a complaint about our schools.

Review

The principal or delegated staff will review this procedure biannually or when required.

Related Documents/Policy:

Department of Education Student Use of Digital Devices and Online Services Policy: https://education.nsw.gov.au/policy-library/policies/pd-2020-0471

Department of Education Complaints Handling Policy: https://education.nsw.gov.au/policy-library/policies/pd-2002-0051

Appendix 1: Key terms

Insert definitions if required. A sample list is provided below.

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?

Insert descriptions of expected behaviours if required. A sample list is provided.

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: 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