Student Use of Digital Devices and Online Services Policy and Procedure

Purpose

This procedure guides student use of digital devices at our school and is in line with DoE Policy. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise these devices may cause harm if used inappropriately and the need to support safe and 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

Caddies Creek Public School (CCPS) provides students with school issued devices and school managed network/internet access on site as needed. A significant upgrade in relation to both the networking infrastructure and devices will occur from Term One 2024. With this upgrade, all students from Years 3-6 will be provided their own device to be used on the school site while students K-2 will enjoy access which is at least one device for every two students. With this approach every child will have immediate access to technology in every classroom, in a secure environment managed by our school and the NSW DoE.

With this the school will *restrict the use of digital devices brought from home by students during the school day from 8.30am to 3.30pm.* This will be the case in all circumstances other than those approved by the Principal. An exemption, approved by the Principal may be requested if use of digital devices and online services is required to manage medical reasons or for reasonable adjustments as part of a student's individual education plan. All such circumstances must be approved by the Principal.

Students who bring a digital device to school, such as smart phones and smart watches will be required to lock their device in the digital device lockers located in the school foyer each morning.

Parents are asked to sign a form available from the office and to pay a $10 deposit for a key for a locker, with the $10 returned when the key is returned. The school has an expectation that students are not to be in possession of a digital device brought from home while on the school premises, with these being locked in the secure lockers each morning. This is in-line with NSW DoE policy.

A digital device refers to smart phones, smart watches, iPads and other devices of taking phone calls, sending text messages and or accessing internet independently of the school/NSW DoE network.

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 requested in writing to the Principal. The school email address is caddiescrk-p.school@det.nsw.edu.au .

Consequences for Inappropriate Use

Students who are found to be in breach of this policy will be subject to the school behaviour procedure.

Contact between Students and Parents and Carers during the School Day

Should a student need to make a phone call during the school day, they are asked to approach the administration office and ask for permission to use the school's phone or speak to a teacher for assistance.

During school hours, parents and carers are expected to contact their children via the school office in person, by telephone (02 88145916) or email caddiescrk-p.school@det.nsw.edu.au . The school does not permit direct contact between parents/carers and students during the school day via the internet, text messaging and or telephone calls.

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 NSW DoE 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;
- 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;
  - 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 school wide and in class communications.

Parents and carers will be advised via the school newsletter and website.

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.

Review

The Principal or delegated staff will review this procedure annually. This policy was introduced in Wk6 Term 4 2023 and will be up for review in T1 2025.

Appendix 1: Key terms

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

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 u*sing 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.