Warrimoo Public School

Student Use of Digital Devices and Online Services Procedures.

The Student Use of Digital Devices covers student use of smartphones, smartwatches, tablets, laptops and any other device that allows connectivity to the internet and applications.

Purpose

This procedure guides student use of digital devices and online services at Warrimoo Public School.

Warrimoo Public 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

Students are asked not to bring digital devices to school. Students that do bring digital devices to school for travelling purposes, are expected to sign in their devices to the office, ensuring it is turned off for the day. Contact with your child can be made direct to the school office. Students can collect their devices, from the office, at the end of each day. The school will take reasonable steps to ensure the security of items entrusted to it by others. It is not a duty to ensure safety – merely one to ensure reasonable steps are taken.

Warrimoo Public School students must not use digital devices during class, at recess and at lunch unless approved by the principal as required for medical reasons.

Exemptions

Use of digital devices for medical reasons at recess, lunch and during class-time are to be applied for through the principal. 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

In the event of a student not adhering to the school procedures, the student's access to the school network may be restricted through the DoE portal. The teacher or principal will arrange a meeting with the student's parent or carer. Suspension and possible Police and/or Child Wellbeing involvement for serious incidents may be necessary.

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 their class teacher or 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 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/publicschools/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.

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 whole school assemblies. Class teachers will inform their students about the expectations and responsibilities of mobile devices at school. 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-andaccountability/complaints-compliments-and-suggestions).

Review

The principal or delegated staff will review this procedure annually.

Appendix : 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.
    - o Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
    - o Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.

- o Make sure the devices you bring to school have the latest software installed.
- o 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.
  - o Only use online services in the ways agreed to with your teacher.
  - o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
  - o 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:
  - o inappropriate, offensive or abusive;
  - o upsetting or embarrassing to another person or group;
  - o considered bullying;
  - o private or confidential; and/or
  - o a virus or other harmful software.