Purpose

This procedure guides student use of digital devices and online services at our school. It promotes the learning, safety and wellbeing of students and the management of any risks of harm and distraction.

Digital technology can empower authentic, meaningful, collaborative and engaged learning but has both opportunities and risks. Children and young people need to be supported to use technology in safe, respectful and responsible ways. This is a shared responsibility for school staff, parents and carers, and the students themselves.

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. This being said, students are strongly discouraged from bringing their own devices to school. The school provides sufficient opportunities for students to access devices or communication between students and parents.

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.

This procedure is in line with the Department of Education's (DoE) Student use of digital devices and online services policy which clearly identifies that primary-aged students are not allowed to use digital devices during class time, recess and lunch, unless for an educational purpose or other reasons such as an adjustment to support learning and wellbeing.

Definition of Digital Devices

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services.

Our School's Approach

1. Student use of digital devices during class

Digital technology forms a part of students' learning as a tool for learning and a tool to learn about. Students must be aware of their responsibilities and obligations in using digital technology provided by the school.

Use will be only for educational purposes; or if an exemption applies (including if digital devices and online services is required medical reasons or for reasonable adjustments made as part of a student's individual education plan).

2. Student use of digital device outside of class (before and after school, at recess and lunch, during excursions and other school events such as camps)

In line with the NSW DoE's Digital Device Policy, students are not permitted to use digital devices outside of class.

3. BYOD – Bring Your Own Device

The school does not permit students to bring their own devices to be used during class time. Appropriate devices are provided to students as required.

4. Storage of student's personal digital devices

Students are strongly discouraged from bringing devices to school.

If students bring devices to school, they must be turned off and handed in to the administration office on arrival at school. These can be collected at the end of the day after the final bell. Devices are not to be turned on until you have exited the school grounds.

The school takes no responsibility for lost, stolen or damaged devices while on school property or during school excursions or camp.

Exemptions

We will work with individual students and their parents or carers where an adjustment or exemption may be required. An adjustment or exemption will be considered on a case-by-case basis and granted when the adjustment or exemption will support learning and wellbeing, required by law or at the principal's discretion.

Consequences for inappropriate use

Should students be found to be using personal devices the incident will be managed in line with our wellbeing and discipline procedure.

1. In the first instance the student will be reminded to turn the device off and drop to the office. This will be recorded as an orange card and the classroom teacher, AP and parent notified of the incident. Both the student and parent will be directed to these procedures and a conversation to ensure they understand the outcome of any further instances.

2. On the second occasion, an executive will escort the student to the office with the device to ensure it is left for collection at the end of the school day. This will be recorded as a red card and the classroom teacher, AP and parent notified of the incident. Both the student and parent will be directed to these procedures and a conversation to ensure they understand the outcome of any further instances.

3. In the third instance, an executive will escort the student to the office with the device. It will be stored as per procedures and the parent contacted to collect the device. This will be recorded as a red card and a warning of suspension issued.

4. In this instance, the teacher will escort the student to the office with the device. It will be stored as per procedures and the parent contacted to collect the device. This will be recorded as a red card and a suspension for continued disobedience issued.

Contact between students and parents and carers during the school day

If a student should need to contact parents or carers during the school day, they must approach the administration office and ask for help to contact their parent or carer using the school's phone.

If a parent should need to contact their child/ren during the school day, carers are expected to only contact the administration office and ask for a message to be passed onto their child/ren.

Contact between parents and carers and teachers

Parents and carers can contact their children's teachers through the school office via phone or email. Teachers will be in contact within 2 business days to organise a convenient time to discuss the matter. This process ensures teachers' focus remains on delivering quality learning opportunities for our students and they can attend to the conversation appropriately.

Throughout the school year, Bogangar Public School provides parents/carers with formal and informal opportunities to receive information about and discuss your child's learning.

These include but not limited to:
- an informal meet and greet bbq - T1
- three way interviews - T1
- a formal written report on their child's learning at least twice per year - T2 & T4
- Yarn Ups – minimum 1 per semester
- dissemination of statewide testing programs as appropriate
- meetings and phone conversations as requested by the parents/carers or teachers

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 expectations 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 the 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

- Communicate these procedures to students, parents and staff on a regular basis each year, including an annual revision of the Student Acceptable Use Agreement for Technology in the first term of each year.
- 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 assemblies, learning experiences and annual revisions of the Student Acceptable Use Agreement for Technology.

Parents and carers will be advised via the school newsletter and public communication channels. 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.

Review

The principal or delegated staff will review this procedure in consultation with the school community 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 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 expectations and instructions from school staff, including when using digital devices and online services.
- ☐ Take care with the digital devices you use.
    - o If you need to bring a device to school ensure it is 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 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.