DIGITAL COMMUNICATION DEVICES PROCEDURES

Policy Reference

- *Student use of digital devices and online services (2020)*

Purpose

This procedure guides student use of digital communication 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.**

Our School's Approach

In line with department guidelines our school will r**estrict 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 medical reasons or for reasonable adjustments made as part of a student's individual education plan.

A digital device includes **phones, smart phones, iPods, smart watches or any device used to send/receive messages or record still or video images. ALL digital devices are to be handed to the class teacher upon arrival in the morning.** This policy still applies to devices that can be switched to silent/off-line mode. At the end of the school day, students are able to collect their device from their teacher prior to leaving school grounds. Whilst in school care, we assume responsibility. However before/ after school or if a device is not handed in—the school will accept no responsibility. There are several reasons for this rule including restricting interruptions to learning environments, privacy restrictions, student safety and security of devices. This school rule is consistent with NSW Department of Education policy. As always, parents/students are able to make contact via the school office should urgent communication be required.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period. An example of an exceptional circumstance with grounds for exemption would be a diabetic student who requires the device to monitor blood glucose levels. Cases of exceptional circumstances need to be discussed and agreed upon with the School Learning & Support Team prior to a student bringing the device.

Responsibilities

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 our staff.
- 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 respectfully as outlined in the 2018 School Community Charter.

For the principal and teachers

- 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.

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.

Consequences for inappropriate use

A warning is issued by the teacher to the student.

The student is referred to the relevant assistant principal.

The teacher or assistant principal contacts the student's parent or carer.

Confiscated devices are handed in to the assistant principal and can be collected at the end the day.

Contact between students and parents/carers during the school day

Should a student need to make a call during the school day, they must speak with their class teacher before gaining permission to attend the office; or

During school hours, parents and carers are expected to only contact their children via the school office.

Communicating this procedure to the school community

Students will be regularly informed about this procedure by their class teacher. This procedure can be accessed via the school's 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.

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 desktops, laptops, tablets, smartwatches, smartphones and other devices.

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.*

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.

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. ☐ 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.

RESPECTFUL	☐ Respect and protect the privacy, safety and wellbeing of others.
	☐ Do not share anyone else's personal information.
	☐ 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.

RESPONSIBLE	☐ Follow all school rules and instructions from school staff, including when using digital devices and online services. ☐ Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons