EHPS Procedure Outline 08/08/2020

Student Use of Digital Devices and Online Services Policy

All school specific information is added to the department policy and highlighted yellow
Information in grey is not applicable to EHPS setting.

POLICY	Student Use of Digital Devices and Online Services Policy

This policy provides advice to NSW public school communities in managing students' use of digital devices and online services. It promotes the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology.

1. Policy statement

1.1 This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically 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.

1.2 The use of digital devices by primary school students must be restricted during class, at recess and at lunch unless approved by a teacher or principal for an educational purpose, where use forms part of a reasonable adjustment for student learning and wellbeing or where an exemption has been granted for other reasons. This also pertains to EHPS students participating in camps and excursions.

1.3 Secondary school principals, in consultation with their communities, have discretion to make decisions about restricting or permitting student use of digital devices and online services in all school-related settings, including at recess, lunch and during class.

1.4 Every school is required to consider the needs of their students and their school community when developing their school procedure, including the need to make reasonable adjustments and to consider exemptions for individual students. EHPS technology infrastructure caters for all known adjustments and exemptions

1.5 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.

1.6 All school principals, in consultation with their school communities, can make decisions about participation in and implementation of a bring your own device program. Not applicable to EHPS

1.7 Every school is required to complete a school digital devices and online services procedure (procedure) that aligns with this policy, accepted school practices and requirements. Please refer to appendix A.

1.8 Students, parents, carers, and school staff are to be consulted in the development of their school procedure. Students may be represented by their Student Representative Council and parents and carers by the school's Parents & Citizens association as appropriate. *SRC consulted on the 14.02.2020. Executive consulted on the 3.02.2020. Technology team consulted on the 6.02.2020. P&C TBA.*

1.9 Incidents of inappropriate use of digital devices and online services should be managed and reported in accordance with each school's procedures, departmental policy and any statutory and

regulatory obligations so that action can be taken to manage the incident, prevent any further incidents and provide support where required.

1.10 If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The Department's Complaints Handling Policy and procedures also provide information and links to other resources to support staff in managing complaints effectively.

2. Audience and applicability

2.1 This policy directly applies to all NSW public schools and students.

3. Context

3.1 The Department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

3.2 Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

3.3 Student use of digital devices and online services in schools 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.

3.4 For some students, the use of digital devices and online services allows them to fulfil additional roles and responsibilities they have within the family that may intersect with their school life.

3.5 Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

3.6 Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

3.7 The Department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

3.8 This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

4. Responsibilities and delegations

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

4.1 Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

4.2 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; and
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

4.3 Teachers:

- model appropriate use of digital devices and online services in line with departmental policy;
- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services;
- 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;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- participate in professional development related to this policy.

4.4 Non-teaching staff, including volunteers and contracted staff engaged by schools:

- be aware of the policy and act in line with the conduct described in it;
- report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

4.5 Principals:

- maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services;
- develop and implement a school procedure in consultation with school staff, students, parents and carers;
- inform staff, including new and casual staff, about school-based procedures;
- 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;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure;
- monitor and periodically review the suitability of their school procedure.

4.6 Directors, Educational Leadership:

- support principals to comply with this policy.

5. Monitoring and review

5.1 The Director, Learning Design & Development (Educational Services) and Director IT Service Operations and Security (Information Technology Directorate) are responsible for monitoring the implementation of this policy and reviewing its effectiveness at least every three years.

6. Policy contact officers

6.1 Director, Learning Design & Development and Director, IT Service Operations and Security.

7. Implementation date

7.1 1 January 2020.

Stage 3 Students Sign the User Agreement (yearly) in Student Diaries.

Student Digital Devices, ICT and Online User Agreement

Personal digital devices that are brought to school

I agree to the following rules:

If I bring a personal digital device (mobile phone, laptop, smart watch including space talk watches, iPad) to school I must:

- Turn the device off upon entering school
- Leave the device in school bag
- Not turn on the device whilst on school grounds

Where possible digital devices and mobile phones should be left at home.

Breach of school procedures and consequences

I understand the following consequences:

If a personal digital device (mobile phone, laptop, smart watch including space talk watches, iPad) is used on school grounds, I am breaking our school rules, be safe, be respectful and be responsible.

- The personal digital device will be removed from the student
- Parents will be contacted
- Digital device will be returned to the student at the end of the school day

Student Portal Conditions of Use

When going online I agree to the following rules:

No. to looking for, reading, sending or linking to anything rude, scary or unkind

Go. To a responsible adult if I see anything rude, scary or unkind

Tell. A responsible adult about anything I receive, send or read that makes me feel uncomfortable

Breach of school procedures and consequences

I understand the following consequences:

I am breaking our school rules, be safe, be respectful and be responsible if I fail to follow student portal conditions of use.

- Parents will be contacted
- Device and online activity will be suspended or removed
- Normal school disciplinary action will take place.

Student to read and sign.

I _____(student writes full name) have read the above *Student Digital Devices, ICT and Online User Agreement* and I understand the conditions of use and the consequences for breaching procedures whilst using technology at school and online.

Signature of Student _____

Appendix A.

EHPS school digital devices and online services procedure

The use of digital devices and mobile phones by EHPS students is not permitted during class, at recess and at lunch unless approved by a teacher or the school principal for an educational purpose, where use forms part of a reasonable adjustment for student learning and wellbeing or where an exemption has been granted for other reasons.

Where possible digital devices and mobile phones should be left at home.

1. Personal digital devices that are brought to school

If a student brings a personal digital device (mobile phone, laptop, smart watch including space talk watches, iPad) to school the student must:

- Turn the device off upon entering school
- Leave the device in school bag
- Not turn the device on whilst on school grounds

No responsibility for the digital devices security (from theft or damage) is that of the schools.

2. Communication

If a student is required to carry a digital device or mobile phone to and from school for family reasons, they should follow school procedures. It is advisable to label the devices with the students name and class. All contact with students who are attending school must be made through the school office via email or phone.

3. Sport carnivals, field trips, excursions and camps

Students are not permitted to bring personal digital devices (mobile phone, laptop, smart watch including space talk watches, iPad) to excursions, field trips, sporting carnivals and camps as per *Student Use of Digital Devices and Online Services Policy.* The school principal may make exemptions.

4. Breach of school procedures and consequences

If a personal digital device (mobile phone, laptop, smart watch including space talk watches, iPad) is used by a student on school grounds:

The student may be breaking our school rules, be safe, be respectful, be responsible.

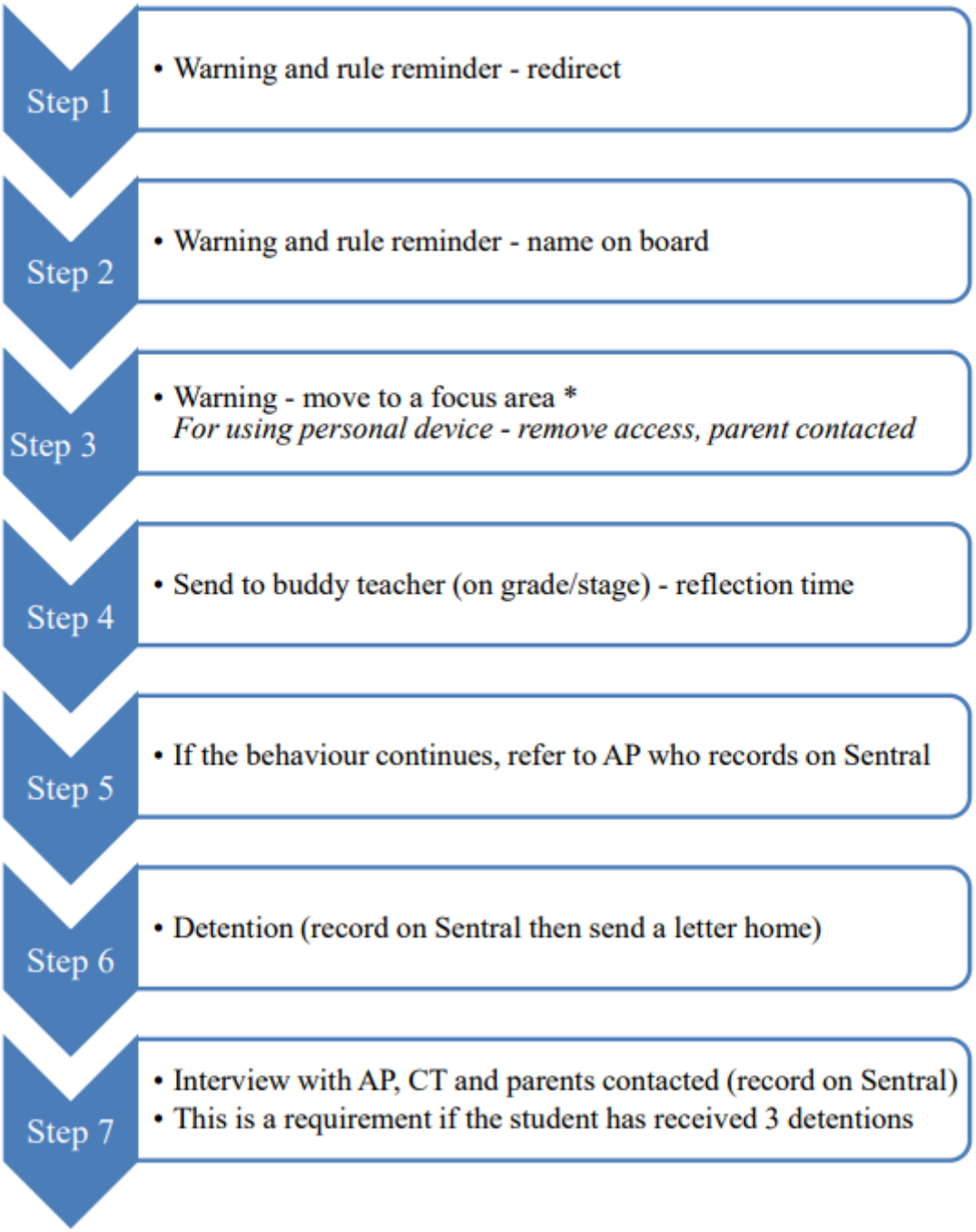
1. The personal digital device will be removed from the student
2. Parents will be contacted
3. Device will be returned to the student at the end of the school day

Refer to Epping Heights Public School Student Wellbeing Policy

Strategies and practices for managing inappropriate student behaviour Classroom

APST 4- Create and maintain supportive and safe environments.

Be Safe
Be Responsible
Be Respectful



*Specialist teachers to communicate with CT regarding student behaviour after student has reached Step 3. Refer to LST flow chart appendix A- behaviour support plan (template only)

Note: access to devices may be restricted based on student use refer to Student use of digital devices and online services procedures.

Strategies and practices for managing inappropriate student behaviour- Playground

APST 4- Create and maintain supportive and safe environments.

Be Safe
Be Responsible
Be Respectful

Step 1
- Warning and rule reminder- redirect

Step 2
- Warning and rule reminder - walk with the teacher and reflect for 5 minutes

Step 3
- Warning - walk with teacher until the next bell. The behaviour is recorded on the playground slip. *Teacher on duty to pass on information regarding students to monitor

Step 4
- Slip is given to the classroom teacher who discusses rules with student and decision is made to record on Sentral. Teacher files slip

Step 5
- The teacher may refer to the AP depending on behaviour
  Use of any device will be result in removal of device and referral to AP

Step 6
- Detention after three playground incidents recorded on Sentral (record on Sentral then send a letter home)

Step 7
- Interview with AP, CT and parents contacted (record on Sentral)
- This is a requirement if the student has received 3 detentions

** Note: students who use any device in the playground will have it removed, be referred to the AP/DP/P and parents contacted (see Step 5) Refer to Student use of digital devices and online services procedures.*

*Violence is an instant detention – send student off the playground to the office or staffroom with the AP Assistance card where the AP or Principal are notified immediately to come and support the students.

Suspension and expulsion- https://education.nsw.gov.au/policy-library/associated-documents/suspol_07.pdf