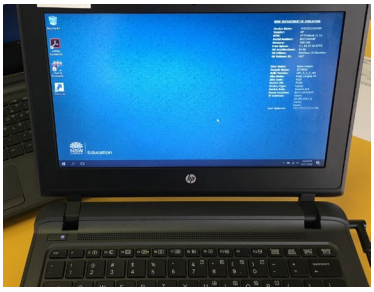
KINGS LANGLEY PUBLIC SCHOOL

Student Use of Digital Devices and Online Services Policy



Date of Review	*June 2024*
Next date of Review	*December 2026*

KINGS LANGLEY PUBLIC SCHOOL

Student Use of Digital Devices and Online Services Policy

Purpose

This policy guides student use of digital 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 policy 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 policy 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 policy covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

This policy outlines our school's approach to managing the use of digital devices and online services. In general, students should not bring digital devices to school as Kings Langley Public School provides devices for educational purposes and if needed important messages can be conveyed through the school office. However, if a mobile phone is required for the reasons of safety for travelling to and from school students and parents and carers will need to follow our school policy.

The NSW Department of Education Student Use of Digital Devices and Online Services Policy https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/digital-devices-guide.pdf states that the use of digital devices by primary school students (personal or school provided) must be restricted during class, recess and lunch unless an exception is approved by a teacher or the Principal.

Students will complete the Mobile Phone Code of Practice (Appendix 3.).

Students at Kings Langley Public School are restricted from using their own digital devices (this includes mobile phones and smart watches) before and after school whilst on the school grounds and throughout the school day.

Each day, students hand their phones to their class teacher at the start of the day and collect their devices from their teacher at the end of each day.

No digital devices (this includes mobile phones and smart watches) are to be taken on excursions or camps.

Students using our school-owned devices are expected to use digital devices and online services in safe, responsible and respectful ways. Students are supported to understand and follow school rules and procedures that will ensure everyone behaves safely, respectfully and responsibly with peers, school staff and the school community as described in the Kings Langley Public School Student Wellbeing Policy.

Exemptions

Exemptions to any part of this policy 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.

Consequences for inappropriate use

• The student is reminded of Stop-Think-Act or other self-regulation technique.
• The student is given a warning from a teacher or other staff member.
• The student is referred to the Assistant Principal, Deputy Principal or Principal.
• The student's access to the school network is restricted through the EMU tool on the DoE portal.
• The teacher or principal arranges a meeting with the student's parent or carer.
• The student's digital device may be confiscated by a staff member.
• Confiscated devices are handed in to the school office and can be collected at the end the day.
• Additional consequences may be imposed based on our Student Wellbeing Policy.

Contact between students and parents and carers during the school day

It has always been the school's practice to pass on important messages to students throughout the day. This can be done by phoning the school office and requesting that a message be given to the child. No digital devices (this includes mobile phones and smart watches) are to be used by students once on the school grounds for contacting parents and carers. No digital devices (this includes mobile phones and smart watches) are to be taken on excursions or camps. Parents will be kept informed of excursion details through the school app, Schoolzine, School Bytes and Seesaw for K-2. During school hours, parents and carers are expected to only contact their children via the school office. In the case of an emergency, contact is made through the school office during school hours and if students are on an excursion, students may be contacted through the venue and the relevant phone numbers will be provided to parents prior to the excursion.

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 Behaviour Code for Students.
- Report incidents of inappropriate use of digital devices and online services.

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 policy, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as the use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 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 policy 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 policies, 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 policy 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 policy to the school community

Students will be informed about this policy regularly through information provided by classroom teachers.

Parents and carers will be consulted via a P & C meeting and all parents will be advised of the updated policy via the school newsletter. This policy 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 policy, 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 policy annually.

Appendix 1: Key terms

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.

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 using 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 policy. 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?

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 school-owned digital 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.
- ☐ Report incidents of inappropriate use of digital devices and online services.

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.

Appendix 3

Mobile Phone Code of Practice

I agree to abide by the Kings Langley Public School Student Use of Digital Devices and Online Services Policy.
I agree to abide by the following rules when I bring my mobile phone to school:

I will not turn my phone on whilst on school grounds and any phone calls that need to be made are to be made through the Office. If anyone needs to make contact during the school day they are to phone the Office and leave a message.

I understand that the following rules apply:

- I will not give out the personal details of another person.
- I will not give out phone numbers without the permission of the person or people concerned.
- I will not send SMS/picture/video/voice messages or make phone calls.
- I will not take photos or videos of others or myself whilst in school uniform.
- I will report to a parent or guardian any SMS/picture/video messages or phone calls that are unpleasant or make me feel uncomfortable in any way.
- I understand that the use of smart watches is strictly prohibited at school.
- I understand that breaches of the mobile phone code of practice may result in my being forbidden from bringing my phone to school.
- Student is to hand their phone to their class teacher at the beginning of the day and collect at the end of each day.
- Student cannot use their phone at any time whilst on school grounds.

Student/Parent Mobile Phone Usage Agreement

I _____

agree to abide by the School's mobile phone code of practice.
I understand that if I breach any of these rules I may lose the right to bring a mobile phone to school.

Student name: _____ Class: _____

Mobile Phone Number: _____

Student signature: _____Date:_____

Parent name:_____Parent Signature_____