Purpose

This implementation procedure 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 implementation 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. It includes the use of personal digital devices and all online services (on either school-owned or student-owned devices).

Our School Approach

Our school supports the development of digital citizenship and digital literacy among all students. It is preferable that personal digital devices such as mobile phones and smart watches are not brought to school, however the school understands there are circumstances for students who travel to and from school independently, where the use of these devices is part of their personal safety.

Student mobile phones are to be off (and stored securely in their school bag) once a student enters school premises to attend school each day or a school-related event. Smart watches may be worn but must have call making/receiving, messaging and access to online services disabled during school hours (9:00am to 3:00pm). Other personal digital devices capable of accessing online services such as tablets and laptops are not to be brought to school, unless an approved exemption has been granted or a mandatory reasonable adjustment is in place.

The school takes no responsibility for loss or damage to personal digital devices brought to school by students. Personal digital devices used inappropriately will be confiscated if used during school time or at a school-based activity, out of school hours eg. (school excursion, camp, disco, Year 6 farewell etc). They will be retained by a deputy principal. The school accepts responsibility and liability for confiscated devices. Parent contact will be made regarding the student's inappropriate device use. It will be the student's responsibility to collect their device from the deputy principal at 3:00pm or at the conclusion of the school-based event. Consequences for the student breaking school expectations around device use will be consistent with our school's student discipline policy.

Student use of school-owned devices and online services during school hours should only be those a teacher has directed them to use for educational purposes. This procedure is in addition to our *K-2 Student and Parent Technology Agreement* and *3-6 Student and Parent Technology Agreement* - relating to school-owned digital devices.

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 (where a student requires a mandatory reasonable adjustment due to a medical condition or to support an individual education

plan), the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

- The student's actions are recorded on a 'red card' and they are referred to a deputy principal, where a consequence in line with the school's student discipline policy will occur.
- The student's access to the school network may be restricted through the EMU tool on the DoE portal.
- A deputy principal or principal will contact the student's parent or carer and/or arrange a meeting with them.
- The student's digital device is confiscated by a deputy principal. It is the student's responsibility to collect their device from a deputy principal at 3:00pm or at the conclusion of the school-related activity, unless the device is required for investigations by Police.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

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 in extenuating circumstances, they must approach 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

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.

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/public-schools/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; and 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; and 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:

- Classroom teachers will inform their students about this new procedure.

Parents and carers:

- Parents and carers will be advised of new procedures via parent information evenings and P&C meeting.
- 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 complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions).

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 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.

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 procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

Appendix 2: What is safe, responsible and respectful student behaviour?

Be SAFE
• 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. • Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
Be RESPONSIBLE
• 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; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law. • Follow all school rules and instructions from school staff, including when using digital devices and online services.
Be RESPECTFUL
• 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. • Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service. • Get permission before you take a photo or video of someone, including from the person and from a teacher. • Do not share anyone else's personal information. • Respect and protect the privacy, safety and wellbeing of others.

Castle Hill Public School

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Student permission to have a personal digital device at school

I give permission for my child _____ of class _____ to have a personal digital device (mobile phone and/or smart watch) at school.

I understand that personal digital devices are personal property and any student bringing one to school does so at their own risk.

I understand that the school does not accept responsibility for the security of personal digital devices such as a mobile phone and/or smart watch (unless it is confiscated by the principal or deputy principal).

I will inform the school of any changes to this authority.

I have read and understood the Castle Hill Public School *Student Student Use of Digital Devices and Online Services Implementation Procedure*.

I (parent/carer's name) _____ have discussed the procedures with my child.

Signed (parent) _____ Date _____

I have read and my parents have discussed the Castle Hill Public School *Student Use of Digital Devices and Online Services Implementation Procedure* with me and I agree to follow it all times.

Signed (student) _____ Date _____

Consequences for Breaching this Agreement
- The student's actions are recorded on a 'red card' and they are referred to a deputy principal, where a consequence in line with the school's student discipline policy will occur.
- The student's access to the school network may be restricted through the EMU tool on the DoE portal.
- A deputy principal or principal will contact the student's parent or carer and/or arrange a meeting with them.
- The student's digital device is confiscated by a deputy principal. It is the student's responsibility to collect their device from a deputy principal at 3:00pm or at the conclusion of a school-related activity taking place out of school hours – unless the device is required for investigations by Police.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Scan the QR code to read the Castle Hill Public School *Student Use of Digital Devices and Online Services Implementation Procedure*