



Farmborough Road Public School

Inspiring a community of learners

Farmborough Road Public School

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Student Use of Digital Devices and Online Service Procedures

Purpose

The Department of Education Student Use of Digital Devices and Online Services policy supports NSW public school communities to manage 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.

The details included in our school procedures meet the policy requirements as set by the Department of Education and guide 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

These procedures provide a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. They set out the shared responsibilities of school staff, students and parents and carers. They also provide a framework to manage potential risks to student safety and wellbeing.

These procedures cover 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. These procedures cover the use of both school-provided and personal digital devices and all online services.

Digital devices are electronic devices that can receive, store, process and share digital information (visual, written, oral) and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, cameras and other devices.

Our School's Approach

Students will sign a usage agreement each year. Teachers will explain the content of this agreement prior to signing.

School provided devices

Students will access devices as instructed by teachers. The use of digital devices by students will only be used during class, recess and lunch when:

- approved by a teacher or principal for an educational purpose.
- its use forms part of a reasonable adjustment for student learning and wellbeing, or
- an exemption is granted for other reasons.

Lunch times will be device free breaks, except for special interest clubs (Coding Club) or teacher directed work.

Personal devices

Devices brought to school will be stored in the school office. Students will not have access to personal devices during the school day.

Reasonable Adjustments and Exemptions

Some students require reasonable adjustments to their learning and support needs under the disability standards for Education 2005. A disability includes a medical condition impacting a student. The school may consult with the student, and their parents as appropriate, in determining the adjustments for the student. Reasonable adjustments may include access to digital technologies to participate in the education on the same basis as a student without a disability. Providing reasonable adjustments to students with disability is an obligation under the Disability Standards and does not require students or parents to seek an exemption under the policy.

An exemption from parts of the school procedures can be requested from the principal. Except where required by law, the school principal has discretion to consider and approve exemptions and, if approved, to choose which parts of the procedure the exemption applies.

Consequences for inappropriate use

School and Personal Devices

- The student is given a warning from a teacher or other staff member.
- The student is referred to the Assistant 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.

Personal Devices

- The student's digital device is confiscated by a staff member.
- Confiscated devices are held in the principal's office until a parent or carer collects the device.

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.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- Students take personal devices to the office before the morning bell and collect devices after the afternoon bell. Ensure devices are labelled.
- Report inappropriate use of devices in classroom and at home.

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.
- Report inappropriate use to relevant parties.
- 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.

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, they must approach their teacher to discuss options and need to contact parents. During school hours, parents and carers are expected to only contact their children via the school office.

For school staff

- Be aware of the department's policy, these procedures and act in line with the conduct described.
- 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; 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.
- Store students' devices in a locked room and returned only to the owner.
- Report issues to parents and communicate consequences of incorrect usage.

Communicating this procedure to the school community

Classroom teachers will inform their students about these procedures at the start of every year and remind students throughout the year as necessary.

- Parent and carer preferences will be explored via a parent information evening or P&C meeting.
- Parents and carers will be advised via the school newsletter.
- These procedures 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 these procedures, 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.

Prepared by:

Julie Suey 27th June 2020

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 (visual, written, oral) and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, cameras 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.
- 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.

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

Be RESPECTFUL: I will be respectful by.....

- Respect and protect the privacy, safety and wellbeing of others.
- Keep anyone else's personal information private.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Treat people with respect by not harassing or bullying 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.
- Share equipment.

Be RESPONSIBLE: I will be responsible by.....

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the all devices, 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; and 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.
- Sign off from devices.

Be SAFE: I will be safe by.....

- 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.
- Immediately inform responsible adult 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, inappropriate or makes you uncomfortable.
- Maintain integrity by never hacking, disabling or bypassing any hardware or software security, including any virus protection, spam and filter settings.
- Sign off from devices and close any accounts you find open.

Digital Device Agreement 2022

I will follow the respect, responsibility and safety guidelines whilst using digital devices whilst representing Farmborough Road Public School.

I understand that there are consequences for not adhering to the guidelines.

Student Name: _____ 2022 Class: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please sign and return by March 4th 2022