



Student Use of Digital Devices and Online Services Procedure

Last revised February 2023

Purpose

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 operates within the framework of NSW Department of Education Policy ((PD-2020-0471-V01 and 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.

Digital devices are defined as electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. **Digital devices include desktop computers, laptops, tablets, smartwatches, smartphones and other devices** (including those that can take and store digital photos).

Exemptions

An exemption from parts of this procedure can be requested. 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 apply.

Consequences for inappropriate use

Breach of this procedure and/or the Student User Agreement, may result in disciplinary action in line with the school's Discipline Policy (based upon the PBEL values), or suspension of the student's access to school devices and network.

Contact between students and parents/carers during the day

During the school day, digital devices must be disabled and placed in the office on arrival at school, and collected by students at the end of the day. If parents or carers need to contact their children during school hours, they may be reached through the school office. Students may also approach the school office if they need to contact parents or carers during the day.

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.
- Understand that they are responsible for any digital devices they choose to bring to school.
- At the start of the school day, disable all digital devices and place them in the school office, and collect those devices at the end of the school day.
- 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.

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 devices and online services.
 - identifying strategies to ensure that all students, with or without devices, can engage in classroom activities; reading and abiding by the Terms of Service for any online services they use in teaching.
 - 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.
- 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 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 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.