Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at Ryde East Public 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. Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

Scope

This 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 (this extends to school excursions, sports carnivals and other events off the school site), 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 procedure covers the use of school-provided and personal digital devices and all online services.

Key Policy Statements from the Department of Education

- Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Exemptions may be granted by a principal or teacher, including allowing students to use a device for an <u>educational purpose</u>, or as part of a <u>reasonable adjustment</u> for student learning and wellbeing.
- School staff are required to consider the needs of their students and their school community when developing their school procedure, including making reasonable adjustments and considering exemptions for individual students.
- Parents, carers, and, if appropriate, students themselves, can request the principal to provide an exemption from parts of this policy or the school procedure.
- School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.

Our Schools Approach

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 Ryde East Public School will provide students with the opportunity to use school technology with the aim of supporting students to develop technological, social and emotional competencies. This support will maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school. Digital devices and online services will help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

Digital devices and online services may form part of the reasonable adjustments provided to students at Ryde East Public School to enable them to participate in school on the same basis as their peers.

In accordance with the Department of Education NSW guidelines, Ryde East Public School restricts students' use of digital devices during school hours unless approved by a teacher or Principal. As part of our school policy parents/carers can request an exemption and these will be considered on a case-by-case basis.

Ryde East Public School and it's parent/carer community share the responsibilities for teaching children digital literacy and citizenship skills, attitudes and knowledge, including the rights and responsibilities that come with accessing the internet and working within an online environment.

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. Ryde East Public School in collaboration with the Department of Education NSW, does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at our school.

Ryde East Public School provides a 'Student Use of Digital Devices and Online Services Agreement'. This agreement outlines school guidelines for using digital devices and online services, students' responsibility and consequences for misuse. Students will not be permitted to use school devices without having completed and returned this agreement to school at the beginning of each school year. This agreement is kept by the school and will be referred to as necessary.

Mobile Phones and Internet Connected Devices

Students should only have a mobile phone or internet connected device (e.g. smart watches, hand-held technology) at school with the consent of their parent. All parents/carers need to give written permission for students to have such devices at school. A register of names will be kept of those students with signed parental permission to have these devices at school.

Once on school grounds, or in attendance of any school event or activity, mobile phone devices must be turned off and stored inside the student's school bag. Devices must not be turned on until the student leaves the school grounds.

Smart watches or other devices that have the capacity to be used as a phone, recording device or have internet connectivity must have these functions disabled during the school day or when in attendance at any school event or activity. As per mobile phones, watches with these functions must not be accessed by students during school hours or when attending a school event.

If an emergency arises at school or there is a need for us to contact you about your child's welfare, this will be done through the Administration office by staff at school. Parents should not contact students by mobile phone or other digital device (e.g. smart watch) once a student is on school grounds. If a parent or carer needs to contact a student at school as a result of an emergency or needs to pass on a message, they are required to call the school's administration office and a message will be given to the student.

Students bring mobile phones and/or other devices to school at their own risk. The school and school staff members will not accept any responsibility for any loss, damage or theft to mobile phones or other devices or for investigating loss, damage or theft.

✧ **Respectful**   ✧ **Engaged**   ✧ **Personal Best**   ✧ **Safe**

Consequences

If a mobile phone or internet connected device is used or interrupts learning it will be given to an executive staff member and parents will need to collect it from school.

If students access inappropriate content online, share images or use inappropriate language, consequences will be in line with existing behaviour management policies, that may involve removal of access to the school device for a period of time. It may also involve contact with external agencies.

If the matter is of a serious nature the school may refer it to the police.

Consequences will be in line with Departmental and school policies, and guidelines contained in relevant Legal Bulletins.

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.
- Read and sign the 'Student Use of Digital Devices and Online Services Agreement' at the beginning of each year.
- Report to staff any known misuse of digital devices and/or 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.
- Read and sign the 'Student Use of Digital Devices and Online Services Agreement' at the beginning of each year.
- Support the implementation of school policy and guidelines.

For the principal and staff

- Model appropriate use of digital devices and online services in line with Departmental policy.
- Deliver learning experiences that encourage safe, responsible and respectful 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.

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.

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Communicating this procedure to the school community

Students will be informed about this procedure by their classroom teachers.

Parents and carers will be advised via the school newsletter and 'E News' school app. This procedure can be accessed electronically via the school's website.

Review

The principal or delegated staff will review this procedure annually.

Appendix

Appendix 1: Student Use of Digital Devices and Online Services Agreement

Appendix 2: Key Terms

Student Use of Digital Devices & Online Services Agreement

Learning environments at Ryde East Public School provide students with the opportunity to use school technology. Digital devices and online services will help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration. Our aim is to support students to develop technological, social and emotional competencies. This support will maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

While every reasonable effort is made by the school and Department of Education to prevent children's exposure to inappropriate content when using the Department of Education's online services, it is not possible to completely eliminate the risk of such exposure.

Student responsibilities and expectations for use of digital devices and online services

- I understand that I cannot bring a personal mobile phone or internet connected device to school unless my parent or carer has notified the school in writing.
- I understand that I cannot access my mobile phone or any other digital device brought from home throughout the school day (8:45am - 3:15pm) or at any school event or activity.
- If I need to contact my parent or carer during school hours, I will do this through my teacher and the administration office.

Be SAFE

I will:

- Protect my personal information, including my name, address, school, email address, telephone number, pictures of me and other personal details.
- Only use my own usernames and passwords, and never share them with others.
- Ask a teacher or another responsible adult for help if anyone online asks for my personal information, wants to meet me or offers me money or gifts.
- Let a teacher or another responsible adult know immediately if I find anything online that is suspicious, harmful, inappropriate or makes me uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
- Understand the school reserves the right to inspect both school and personal devices if there is a reason to believe that I have violated school and Department of Education guidelines, the school's Digital Devices and Online Services Procedures' or if I have engaged in other misconduct whilst using the device.

Be ENGAGED

I will:

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices I use.
  - Take care with the school-owned devices I share with others, so that other people can use them after me.
  - not eat or drink near technology at any time
- Use online services in responsible and age-appropriate ways.

✧ **Respectful**   ✧ **Engaged**   ✧ **Personal Best**   ✧ **Safe**

- o Only use online services in the ways agreed to with my teacher.
- o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
- o Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL

I will:

- o Respect and protect the privacy, safety and wellbeing of others.
- o Not share anyone else's personal information.
- o Get permission before I take a photo or video of someone, including from the person and from a teacher.
- o Not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- o Not send or share messages or content that could cause harm, including things that might be:
    - o inappropriate, offensive or abusive;
    - o upsetting or embarrassing to another person or group;
    - o considered bullying;
    - o private or confidential; and/or
    - o a virus or other harmful software.

Student Use of Digital Devices and Online Services Agreement

Student

I have read this agreement and will meet all student expectations. I understand that if I breach this agreement it will result in disciplinary action.

Student Name _____   Class _____

Student Signature _____

Parent Permission

I give permission for my child to use digital devices and online services at Ryde East Public School in accordance with the school procedures and expectations. I understand that breaches of this agreement may result in disciplinary action.

Parent/Carer Name _____

Parent/Carer Signature _____   Date _____

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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.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

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.