

Purpose

This 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.

Main aims:

- 1. To minimise the disruption to teaching and learning that can occur due to the inappropriate use of personal devices including mobile phones**
- 2. To minimise the impact of the negative effects to the wellbeing of students that can be attributed to the misuse of mobile phones to harass, intimidate and bully other students.**

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, 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.

Our School's Approach

The following procedures were developed through consultation with the school community during 2021:

- Student surveys were conducted with a range of students across year groups
- Staff were asked to complete a survey
- Parent and caregiver surveys were conducted via a Google link
 - Mobile phones specifically are banned in class unless the teacher instructs them to be used for learning as per 'GO' or 'NO' indicator at the front of classroom, this includes any time out of class eg going to the toilet and in between Periods 1 and 2, 3 and 4, 5 and 6.
 - Phones and earbuds to be placed in student's bag before entering a classroom. Students to use these only at recess and lunch.
 - Staff to model responsible phone use following same guidelines as students unless an emergency.
 - If a student is not following school policy, they will be sent to the office to hand in their phone – the slip they are sent with, will be signed by office staff and the student sent back to class with it, as record that the phone has been handed in. This will be documented in Sentral as a digital device offence.

Exemptions

An exemption from parts of this policy or the school procedures can be requested from the Principal. Reasons for exemptions may include medical reasons or due to learning adjustments required to allow students to access the curriculum.

Consequences for inappropriate use in the classroom

Classroom teacher managed:

1st time in class – teacher requests phone be placed in bag and records in Sentral

2nd time in class – student sent to office to hand in phone with mobile phone slip. This will be signed by office staff when phone has been handed in and sent with the student back to class.

Procedures for confiscations:

First offence (the first time the phone has to be handed in to the office by the student)	Collected by student from Deputy Principal at office at the end of the day. Parent received notification of offence.	Counselled on following procedures and warned that a parent will need to collect the phone in the case of a second offence.
Second offence (the second time the phone has to be handed in to the office by the student)	Collected by parent from Deputy Principal. Student placed on Executive Reflection time.	Parent advised that future misdemeanours may result in further disciplinary action
Third offence (the third time the phone has to be handed in to the office by the student)	Collected by parent from Deputy Principal. Meeting convened and student may be issued with a Formal Caution of Suspension	Parent advised that future incidents may result in a mobile phone ban and/or a suspension

Further consequences:

These may be administered in the following situations:

- Refusal to hand over mobile phone when instructed by a staff member
- Using the device for bullying, threatening or harassing behaviour
- Downloading or sending inappropriate, offensive or prohibited material
- Multiple confiscations

On such occasions students may be counselled, placed on reflection, given a Formal Caution, or be suspended from school. If the behaviour is considered to be of an illegal nature, the NSW Police may also be involved. Students may be banned from bringing a mobile phone to school. All further consequences will align with the NSW Department of Education policies and procedures.

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 during class time, they must approach the administration office and ask for permission to use the school's phone. If they need to contact home during recess or lunch, they can use their own mobile device.

DURING SCHOOL HOURS, PARENTS AND CARERS ARE REQUESTED TO CONTACT THEIR CHILD THROUGH THE SCHOOL OFFICE – 0242 711099.

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.

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.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

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.

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.

Appendix 1: What behaviours do we expect from respectful, responsible learners?

<p>Be RESPECTFUL</p> <ul style="list-style-type: none"> • 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.
<p>Be RESPONSIBLE</p> <ul style="list-style-type: none"> • Follow all school rules and instructions from school staff, including when using digital devices and online services. • Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software installed and take care with the school-owned 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; 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.
<p>Be a LEARNER</p> <ul style="list-style-type: none"> • Follow the mobile phone policy to ensure devices do not distract them or others from their learning. • Use the phone/device responsibly (when directed to by the teacher) to assist learning.