CARINGBAH NORTH PUBLIC SCHOOL

Student Use of Digital Devices and Online Services Procedure – as at 1/03/21

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.
Year 6 students and year 5 OC are invited to participate in the optional BYOD program

Scope
This document:
- provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school;
- sets out the shared responsibilities of school staff, students and parents and carers;
- provides a framework to manage potential risks to student safety and wellbeing;
- 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; and
- covers the use of school-provided and personal digital devices and all online services.

This document replaces the:
- Caringbah North Mobile Phone Policy ; and
- Caringbah North Bring Your Own Device (BYOD) procedures

Our School's Approach
- **Off and Away** - Phones and other devices are 'Off and away' upon entering school grounds and while participating in other school related activities (e.g. PSSA Sport, excursions). They are to be turned off and left securely inside school bags. This means that students are not to use devices once they enter the school grounds at the beginning of the day. To ensure student safety, they may use at the entry gate to contact their parent that they have arrived. It is not to be used for any other purpose.
- Wearables with digital communication capacities (such as smartwatches) are to be placed in aeroplane or flight mode when entering school and are treated in the same way as phones.
- If a student is bringing a phone to school or wearing a smart watch, parents are to complete the permission note. This only needs to be done once. In signing, parents acknowledge the school's expectations and accept the identified consequences for any breaches of the agreement.

- Students are not permitted to bring devices when attending camps or overnight excursions or when on any school-related activities.
- If a student brings a phone or other such device to school, they do so at their own risk.

Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Consequences for inappropriate use

Depending on the circumstances, action can include:

- confiscating mobile phones from individual students. If this occurs it may be returned to the student at the end of the day, or parent may be required to retrieve the device;
- restricting digital access at school;
- applying student disciplinary provisions. (Please refer to the Caringbah North Behaviour management on the school website) ; and
- reporting the matter to the police.

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 not use their digital device for any reason and approach the teaching or administration staff to ask for a message to be relayed or permission to use the school's phone. During school hours, parents and carers are expected to only contact their children via the school office. The measures are to ensure the highest level of safety and wellbeing for students.

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 as outlined in the 2018 School Community Charter (https://education.nsw.gov.au/public-schools/going-to-a-publicschool/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.
- Provide digital devices that meet school specifications as our school has a BYOD 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. Communicating this procedure to the school community

Communication
- The school procedure will be discussed at a whole-school assembly.
- Classroom teachers will inform their students about this new procedure.
- Parent and carers will be informed via a parent information evening or P&C meeting.
- Parents and carers will be advised via the school newsletter.
- This procedure can be accessed electronically via the school's website

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/complaintscompliments-and-suggestions). Implementation These procedures came into effect in March 2020 following ratification and School Council Meeting 10/3/2020. Support Resources

• The Department has provided resources that to help implement this policy in our school. https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devicesin-schools

• The Department's Digital Citizenship platform provides advice, conversation starters and learning resources for students, teachers, parents and carers. It has recently been updated to include new content about the safe, responsible and respectful use of technology. https://www.digitalcitizenship.nsw.edu.au/

Review

The principal or delegated staff will review this procedure with the School Council or Parents & Citizens Association as needed.

Appendix 1: Key terms

• **Bring your own device** is an optional program for Year 6 where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

• **Digital citizenship** refers to the skills and knowledge needed 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.

• **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.