

## Edgeworth Heights Public School Student Use of Digital Devices and Online Services Procedure

### 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 students to use them in a safe, responsible and respectful ways.

### 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 the use of school-provided and personal digital devices and all online services.

This procedure governs the use of all digital devices and online services at Edgeworth Heights Public School:

- At school between 8:30am-2:55pm (herein referred to as “school hours”).
- At any other place or time where there is a close connection to the school, such as school excursions and events i.e. School Discos/ Sporting Carnivals/ Concerts etc.

### POLICY DEFINITIONS

**Digital Devices:** An electronic device that can receive, store, process and share digital information including but not limited to:

- **Mobile Phones, Tablets, Smartwatches, and other personal digital devices;**
- School-provided desktops, laptops, tablets and other electronic equipment; and
- BYOD laptops or tablets governed by the school’s BYOD procedure.

**Online Services:** A website, app or any other means to gather, process and share information online, including but not limited to:

- Teacher approved learning management systems and digital classrooms;
- Tools to support learning, research, design, collaboration, creativity and critical thinking; and
- Online communication and chat, video conferencing, games, social media and other digital platforms.

### STORING DIGITAL DEVICES AT SCHOOL/ CONTACT BETWEEN STUDENTS AND PARENTS

- Students who bring a non-BYOD, personal device to school will keep these devices **switched off, signed in and stored at the school office in a secure location on arrival to school.**
- Should a student need to contact a parent or carer during the school day, they must approach the administration office and ask for permission to use the school’s phone. **During school hours, parents and carers are expected to only contact their children via the school office.**

## BREACHES

Students can be in breach of this procedure if their use of digital devices and online services is:

- Not educational use;
- Not directed by a teacher;
- Restricted under this procedure; or
- Restricted under the Digital Devices and Online Services Student Agreement.

## CONSEQUENCES FOR INAPPROPRIATE USE

Any breach of this procedure is considered inappropriate behaviour, whether this is in the classroom, in the playground or online. Consequences for a breach will be clearly defined through the schools Positive Behaviour for Learning (PBL) expectations, and can (depending on severity of breach) include:

- Warning from a teacher;
- Temporary or permanent restrictions from accessing digital devices;
- Confiscation of personal digital device/s until the end of the day;
- Loss of lunchtime play or time spent at the Reflect and Reset Room (R&R);
- Teacher and/or principal meeting with the student's parents and/or carers;
- Suspension and possible Police and/or Child Wellbeing involvement for serious breaches; and
- Any breach, and its consequence/s, will be recorded in the school's behaviour database.

For more details on identifying the severity of breaches and their consequences, see 'Responding to breaches' process chart below.

## EXEMPTIONS

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. 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 exemption applies. The exemption may be ongoing or for a certain time period.

## 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 schools (<http://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

## REVIEW

The principal and delegated staff will review this procedure annually.

## RESPONSIBILITIES AND OBLIGATIONS

### For students:

- Students will follow the Use of Digital Devices and Online Services Student Agreement and all reasonable staff directions regarding their use of digital devices and online services, including when, where and how students are allowed to use digital devices and online services.
- Students will return a completed student agreement before using any digital device or online service, including personal digital devices.
- **Students are not encouraged to bring personal devices to school.**
- Students understand that they are responsible for any digital device that they bring to school and that the school will not accept any liability for personal devices that are lost or damaged.
- Students will keep any personal digital device switched off and store at the office during school hours, except where directed by staff.
- During school hours, students will only contact their parents or carers from the school office.

### For staff:

- Staff will set and uphold agreed school expectations for the use of digital devices and online services, in line with the procedure and the department's policy.
- Staff will model appropriate and educational use of digital devices and online services, in line with the department's Code of Conduct.
- Staff will follow the school's behaviour management plan when they respond to any incident of inappropriate student behaviour relating to the use of digital devices or online services, with due consideration given to severity and mitigating factors.
- The principal and delegated staff will annually review this procedure, the school's behaviour management plan and any other relevant document to provide clear, consistent, whole-school instructions for teachers when responding to inappropriate student behaviour.

### For parents and carers:

- Parents and carers will read the student agreement with their child, and sign the document on their child's behalf, before their child can use a digital device at school.
- Parents and carers will support this procedure, including consequences for breaches, and will model the safe, informed and responsible use of digital devices and online services.
- Parents and carers are not encouraged to provide their children with non-BYOD, personal digital devices.
- **During school hours, parents and carers will only contact their child/ren via the school office.**

## RESPONDING TO BREACHES

### MINOR BREACH

- **POTENTIAL BREACHES:**
  - Accessing non-educational content or websites.
  - Using non-BYOD, personal digital device during school hours without staff permission.
  - Harassing or bullying another person using a digital device or online service within school hours.
  - Not following teacher directions when using a digital device or online service.
- **POSSIBLE CONSEQUENCES:**
  - Student given a warning by staff at the time of the breach.
  - Student name, date and incident recorded on behaviour database.
  - Personal digital device/s confiscated and handed in to the Principal, to be collected after school.

### REPEATED MINOR BREACH

- **POTENTIAL BREACHES:**
  - Second minor breach within a 10-week period.
  - Refusing to hand over a personal digital device when a teacher attempts to confiscate it.
- **POSSIBLE CONSEQUENCES:**
  - Student sent to AP, DP or Principal.
  - Student misses out on some lunch time play.
  - Student completes a behaviour report explaining what they did and why they should still be allowed to access digital devices and online services at school.
  - Student name, date, incident and student behaviour report recorded on behaviour database.
  - Parents contacted by teacher to discuss breaches of Student Agreement and behaviour report.
  - Student access to digital devices and online services restricted, eg DoE internet access temporarily disabled for student in AMU.

### MAJOR BREACH

- **POTENTIAL BREACHES:**
  - Third minor breach within a 10-week period.
  - Deliberately accessing or sharing pornographic or other illegal content.
  - Theft of another person's device, including school property.
  - Other major breach as determined by principal.
- **POSSIBLE CONSEQUENCES:**
  - Student sent directly to Principal to complete a behaviour report explaining what they did.
  - Student name, date, incident and student behaviour report recorded on behaviour database.
  - Student restricted from any access to digital devices and online services during school hours.
  - Parents and/or carers contacted to arrange a meeting with Principal about breach/es.
  - Possible suspension. Possible Police and/or Student Wellbeing involvement.