Student Use of Digital Devices and Online Services Procedure	Douglas Park Public School	

Purpose

This procedure guides student use of digital devices and online services at Douglas Park 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 and that we need to support our students to use them in 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 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

Douglas Park Public School will monitor the use of digital devices by primary school students during school hours. Use must be approved by a teacher or Principal for an educational purpose unless:

An exemption applies or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan as developed with the Principal.

Mobile phones must be kept in students' bags or handed to the Principal during the school day.

To help students demonstrate their responsible use of technology, Douglas Park Public School requires students and parents to read and sign a student agreement that outlines the school expectations around appropriate and inappropriate use of technology. In signing, students acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement.

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. 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 applies. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

• The student is given a warning from a teacher or other staff member.
• The student's access to the school network is restricted through the EMU tool on the DoE portal.
• The teacher or Principal arranges a meeting with the student's parent or carer.
• The student's personal digital devices may be confiscated by a member of staff which are returned at the end of the school day.
• Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Contact between students and parents and carers during the school day

During school hours, parents and carers are expected to only contact their children via the school office.

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.
• Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

Current as at: 31st March 2020

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.
• Communicate with school staff and the school community respectfully and collaboratively as outlined in the 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 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.
• 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.
• 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.
• 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

Students:

• Classroom teachers will inform their students about this new procedure.

Parents and carers:

• Parent and carer preferences will be explored via a P&C meeting.
• Parents and carers will be advised via the school newsletter.

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).

Current as at: 31st March 2020

The principal or delegated staff will review this procedure annually.

Appendix 1: 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.
• 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.
• 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.

Appendix 2: What is safe, responsible and respectful student behaviour?

Be safe
• Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.   • Only use your own usernames and passwords, and never share them with others.   • Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, in appropriate or makes you uncomfortable.   • Never hack, disable or bypass any hardware or software security, including any and filter settings.
Be cooperative
• Follow all school rules and instructions from school staff, including when using digital devices and online services.   • 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, 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.
Show respect   Be kind
• 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 students, 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.