Katoomba Public School

# Student Use of Digital Devices and Online Services Procedure

This procedure guides student use of digital devices and online services at our school.

Katoomba Public 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

Katoomba Public School restricts the use of digital devices by our school students during class, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; 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.

If students bring digital devices to school for personal use, the device is to be handed into the school office as soon as they arrive at school. All personal devices are stored in individually labelled bags in a locked drawer for the duration of the school day. It is the students' responsibility to return to the office after school and collect their device from staff.

Prior to handing into and collecting from the school office, all digital devices are to be safely stored in school bags. Whilst on school grounds, but outside of school hours (for example waiting for a school bus), digital devices are only to be used to contact parents/carers. *Games and social media are not to be accessed at these times.*

Digital devices are not to be taken on excursions, school camps or sporting events. If students bring digital devices to school for personal use, the device is to be handed into the school office or relevant staff as soon as they arrive at school as indicated above.

## Exemptions

** Use of digital devices are permitted at recess, lunch and during class-time, on excursions, and camps if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered 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

Consequences for inappropriate use may include:

- A ban from using digital devices. Equivalent non digital learning experiences will be provided during this time.
- Parents/carers informed.
- Meeting with teachers and executive staff.
- Consequences as outlined in Katoomba Public School's Anti Bullying Policy.
- Consequences as per individual Behaviour Management Plans.

## Contact between students and parents and carers during the school day

Should a student need to make a call 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.

# 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.
- Take all reasonable care when using digital devices to ensure that devices are kept in good working order and available for others to use after you.
- *See Appendix 2 for more information.*

## 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.
- 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 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.
  - 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.
- 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

Students will be informed about this procedure through in class, lab lessons and the digital device usage agreement.

Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

# Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

# Review

The principal or delegated staff will review this procedure annually.

# Appendix 1: Key terms

**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.

**Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

**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.

**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 – *I value myself*

- ☐ 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.
- ☐ Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- ☐ 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 virus protection, spam and filter settings.

## Be RESPONSIBLE - *I respect the environment.*

- ☐ Follow all school rules and instructions from school staff, including when using digital devices and online services.
- ☐ Take care with the school-owned devices you share with others, so that other people can use them after you.
    - o Work at a desk.
    - o Be mindful of cables and prevent trip hazards or damage to devices.
    - o Leave mouse, internet cables, keyboards etcetera connected
    - o Leave all settings as set by your teachers – including screen orientation, backgrounds and keyboard layout.
    - o Do not cause wilful damage.
- ☐ Use online services in responsible and age-appropriate ways.
    - o Only use online services in the ways agreed to with your teacher.
    - o Only access appropriate content and websites, including when using the school's devices and personal devices whilst on school grounds or at school events.
    - o 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.

## Be RESPECTFUL - *I care for others*

- ☐ 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:
    - 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.