

Purpose

This procedure guides student use of mobile phones, tablets, laptops and other 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.

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 both school-provided and personal digital devices and all online services.

Our School's Approach

Phones are "Off and Away" Students are not allowed to use Mobile Phones while at school. This includes before school, recess and lunch breaks as well as study periods. Phones may be used after the last bell at the end of the day 3.10pm.

If a student has to carry a phone to and from school, it is their responsibility to ensure that it is turned off and stored securely away during the school day. If phones are used during the school day the phone will be confiscated and stored in the front office and the student is to collect the phone from one of the Deputy Principal's at the end of the day or at the time they are leaving school. Electronic devices (Laptops) are the students responsibility and should only be used in class with teacher permission.

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

Consequences for inappropriate use

- The student's access to the school network is restricted through the EMU tool on the DoE portal.
- The student's digital device or Mobile Phone is confiscated by a staff member.
- 1st offence - Confiscated devices are handed in to the Deputy Principal and can be collected at the end the day. Verbal warning and recorded on Sentral.
- 2nd offence – Confiscated devices handed to the Deputy Principal and held until parent collected. Parent contacted, formal caution of suspension.

- 3rd offence - Confiscated devices handed to the Deputy Principal and held until parent collected. Parent contacted, Consideration of suspension.

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 approach the administration office and ask for permission to use the school's phone. During classroom hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

For students

- Responsible, respectful and safe use 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.
- Only filming of your child at school events or assemblies.
- 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-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.
- Ensure screen time is monitored and strategies are in place to allow students enough sleep time.

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; 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

Students:

- Outline and explain the policy at school assemblies
- Staff to reinforce the policy and procedures during class time

Parents and carers:

- The policy is on the school website
- An abbreviated policy to be included in the newsletter and on Facebook

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 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.
- 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, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- 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.

Be RESPECTFUL

- 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.

Mobile Phone Policy Summary – “Off and Away”

Our School Approach:

- Mobile Phones are "Off and Away"
- Students are not allowed to use Mobile Phones while at school.
- This means Phones are Off and Away from the moment students enter the school grounds in the morning to till after the last bell at 3.10pm.
- Mobile Phones may be used after the last bell 3.10pm at the end of the school day.

If a student has to carry a Mobile Phones to and from school, it is their responsibility to ensure that it is turned off and stored securely away during the school day. If Mobile Phones are used during the school day the Mobile Phones will be confiscated and stored with the Deputy Principal and the student is to collect the phone from one of the Deputy Principal's at the end of the day or at the time they are leaving school.

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.

Consequences:

The student's Mobile Phone is confiscated by a staff member.

- 1st offence - Confiscated devices are handed in to the Deputy Principal and can be collected at the end the day. Verbal warning and recorded on Sentral.
- 2nd offence – Confiscated devices handed to the Deputy Principal and held until parent collected. Parent contacted, formal caution of suspension.
- 3rd offence - Confiscated devices handed to the Deputy Principal and held until parent collected. Parent contacted, Consideration of suspension.

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 approach the administration office and ask for permission to use the school's phone. During classroom hours, parents and carers are expected to only contact their children via the school office. Parent's are able to send messages to student mobile phones to be accessed after the 3.10pm bell.