Belmore North Public School

Student Use of Digital Devices and Online Services

Implementation Procedures

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.

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.

The use of digital devices by primary school students (personal or school provided) **must be restricted** during class, recess and lunch unless:

- approved by the principal or teacher for an educational purpose
- use forms part of a reasonable adjustment for student learning and wellbeing
- an exemption has been granted for another reason

Principals, in consultation with their community, have discretion to make decisions about student use of digital devices in all other school related settings, including before and after school and at school-related events such as excursions.

Our School's Approach

Students at Belmore North Public School are not permitted to use or bring the following devices during school hours:

- mobile phones
- hand held video games or video game peripherals
- voice, video and photo recording devices

Any such items will be confiscated, stored in the office and returned to a parent / carer only. Parents / carers may be asked to attend a meeting to discuss the matter of a confiscated item. Belmore North Public School does not hold responsibility for any items that are damaged while in the possession of a student.

At Belmore North Public School students use and learn about computer hardware, software, peripherals and coding in relation to the Science Syllabus. All computer hardware is securely stored. Some of the resources used include:

- Interactive whiteboards supporting *NoteBook* software
- A computer lab with fixed computers
- Ipads
- Laptops
- Bluebots
- Spheros
- Lego Education Robotics
- Lego Mindstorms Education
- WeDo 2.0
- Google Classrooms
- Various online literacy and numeracy resources such as *Study Ladder*

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

Special consideration is granted to students requiring digital devices as augmented expressive / receptive communication methods. This includes and is not limited to, the students in the Support Unit. Digital devices may be embedded into individual student's behaviour support management plans or risk assessments. It is of the discretion of the principal how digital devices are utilised as an exemption.

Consequences for inappropriate use

The Belmore North Public School behaviour flow chart is implemented in the event of inappropriate use of any device. Inappropriate and unacceptable use of technology includes:

- Deliberate mishandling of any hardware
- Sharing passwords
- Online defaming
- Posting images, videos or voice recordings of a sensitive nature, this includes cultural, sexual or political reference
- Failure to reference source information / images from an online resources
- Inappropriate behaviour in Zoom, Google Classroom or other live steaming lesson / environment
- See the Belmore North Public School Behaviour Implementation plan for more details
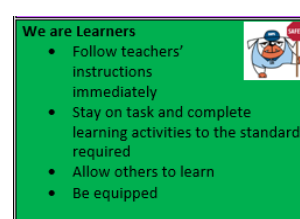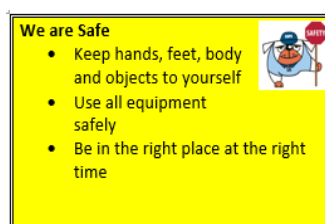
Contact between students and parents and carers during the school day

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 school hours, parents and carers are expected to only contact their children via the school office. A message will then be passed to the student at a time that doesn't interrupt their learning. In the case of emergency or leaving early, the message will be promptly delivered.

Responsibilities and obligations

For students

Belmore North Public School is a PBL school. PBL rules and expectations extend to the use of digital devices.

• 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.
• Keep passwords and log on details confidential.

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. This includes interacting with school related apps such as Facebook appropriately and being mindful of the content of posts.
• 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, this includes monitoring their children's communication with other children during online gaming / communication.
• 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.
• Provide digital devices that meet school specifications where a school is participating in a 'bring your own device' 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

Students:

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

Parents and carers:

• Parent and carer preferences will be explored 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 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 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 1: Key terms

• Bring your own device is an optional program 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 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.

• 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.

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, 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
• 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, 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.