Charlestown 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 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

Charlestown Public School provides a range of digital devices, including computers, laptops, iPads and robotics, which are often used during class for educational purposes. These devices are managed by the school to ensure stored content is appropriate and internet filtering is used to prevent students accessing inappropriate sites and or content. At the start of the year students are reminded of the school's code of conduct in regards to internet access and the consequences for not abiding by this code, as out lined in the school Internet procedure. Students undertake lessons on digital citizenship, appropriate online contact, cyber safety and cyberbullying.

Due to the number of devices available at school, students do not need to bring their own devices to use for educational purposes. The only exception to this is devices used to provide reasonable adjustments for students with disabilities. It is acknowledged that some families decide to provide their children with a phone for safety reasons on the way to and from school. In this case, students are to hand in their phones to the office as soon as they arrive at school. Students can collect their phone, from the office, at the end of each day. Under no circumstances are phones to be left in bags or pockets. Staff will take a phone on excursions to contact parents as necessary. No student phones are to be taken on any excursion, they are to be left in the office. Phones taken on excursions by students will be confiscated and returned at the end of the day once students have returned to school. Similarly, phones and other devices are also not permitted at discos or other school run events out of school hours.

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.

Consequences for inappropriate use of school devices and devices not being handed in at the office

• The student's access to the school network is restricted through the Educational Management Utility (EMU) tool on the Department of Education (DoE) portal.
• The teacher or principal arranges a meeting with the student's parent or carer.
• The student's digital device is confiscated by a staff member.
• Confiscated devices are handed in to the school office and can be collected at the end the day.

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 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.

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 (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; 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, DoE 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.

For non-teaching staff, volunteers and contractors

• Be aware of the DoE's policy, as well as Charlestown Public School's (CPS) 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:

• The school procedure will be discussed at a whole-school assembly.

Parents and carers:

• Parent and carer preferences will be explored at a 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 contact the principal and 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

• 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.

• 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.

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.
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.