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| **Clovelly 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**

NSW primary schools must restrict the use of digital devices by primary 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.  
  
The school acknowledges that mobile phones and digital devices, including smart watches, may provide students travelling to and from schools with a degree of security. All digital devices must be kept stored in school bags and not accessed during the school day. Students bring digital devices to the school at their own risk – schools will  
not accept any responsibility for loss or damage to digital devices.  
  
To help students demonstrate their responsible use of technology, schools may require students 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. 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**

• Inappropriate use of digital technology will be addressed according to the school’s existing behaviour management plan and wellbeing and disciplinary procedures, departmental policy and any other statutory and regulatory obligations.

### **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.

## **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.  
• 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:

• The school procedure has been discussed at a whole-school assembly.  
• Classroom teachers have informed their students about this new procedure.

Parents and carers:

• Parents and carers have been advised via the school newsletter.  
• This procedure can be accessed electronically via the school's website and via the school’s app.

## **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?**

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| **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. • 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. • 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. • 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. |

**Student declaration**

When I use digital technologies, I **communicate respectfully** by:

* always thinking and checking that what I write, or post is polite and respectful
* being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
* not sending mean or bullying messages or forwarding them to other people.
* creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

* protect my friends’ information in the same way
* protect my passwords and don’t share them with anyone except my parent
* only ever join spaces with my parents or teacher’s guidance and permission
* never answer questions online that ask for my personal information
* know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

* stop to think about what I post or share online
* will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
* use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
* protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
* speak to a trusted adult if I see something that makes me feel upset or if I need help
* speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
* don’t deliberately search for something rude or violent
* turn off or close the screen if I see something I don’t like and tell a trusted adult
* am careful with the equipment I use.

At school we/I have:

* discussed ways to be a safe, responsible and ethical user of digital technologies
* presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

I understand that all mobile phones and digital devices, including smart watches, must be kept stored in school bags and not accessed during the school day and that Clovelly Public School will not accept any responsibility for loss or damage to digital devices.

**Child’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

I have discussed the content of this form with my child and explained the importance of being a safe, responsible, and ethical user of digital technology.

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**