

Digital Device 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.

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.



Our School approach

Maroubra Bay Public School acknowledges that some families wish their child to carry a digital device, whether it is for safety reasons before and after school or for personal use. Our school has also invested in digital technology throughout the school including iPads (K-2) and Laptops (3-6) as well as coding and robotic material in the library. All students and parents are to sign declarations of responsible technology usage each year.

Digital devices for students include, but are not limited to, mobile phones and smart watches. These devices can connect to the Internet and make or receive text messages or phone calls.

Students at Maroubra Bay Public School are not permitted to use any digital device between the hours of 8.30am and 3.00pm. During this time, any digital device is to be kept securely in the student's school bag. The school accepts no responsibility for any digital device brought to school.

Students are also not permitted to bring digital devices on excursions or camps. Staff will carry school phones that students can use on a daily basis if appropriate.



Use of digital devices at recess, lunch and during class-time are permitted 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 plans are approved by the Principal.

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

Any student found to be using a digital device at school, either in the classroom or the playground, will face consequences proportionate to the incident. Incidents will be assessed using the school Student Wellbeing Procedures and consequences may include a warning and reminder of our procedures, to a letter being sent home.

In some cases, the digital device may be confiscated by the Principal and returned to the student at the end of the day after notifying the parent or carer. In serious cases including sexting or online bullying, the Police may be called.

Contact between students and parents and carers

Should a student need to make a call during the school day, they must:

- Ask their teacher to go to the Office
- Approach the 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 on (02) 9349 1569.

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.
- 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.
- 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.
 - 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.

Communication

Students will be informed about this procedure through stage meetings at the start of each school year.

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. There are also paper copies in the 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.

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, 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. o 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.
 - 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.



Responsible Digital Use Agreement K-2 Student Declaration

Students will be introduced to the ideas below with their class teacher and should also discuss each point with their parent or carer. Boxes should be ticked to indicate that the student has understood.

A good digital citizen is someone who understands how to manage personal information, obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property.

When using information and communication technology (ICT) at Maroubra Bay Public School we need to follow our three school values:

1. Be respectful

- I will learn my password and keep it private;
- I will choose online names that are suitable and respectful;
- I will share devices (e.g. iPads, robotics, computers) respectfully when working with a partner; and
- I will follow the instructions given by my teachers when using technology.

2. Be responsible

- I will not use a personal digital device at school between 8.30am and 3.00pm
- I will ask for help if I have a problem;
- I will help pack equipment away safely;
- I will only visit websites and apps that my teacher has directed me to; and
- I will ask for permission from my teachers to use Airdrop and other collaboration/sharing features.

3. Be caring

- I will move iPads and robotics with care, trying not to drop or damage them;
- I will help my teacher and other students in the area of ICT;
- I will tell an adult if anything makes me feel uncomfortable or unhappy so they can help me.

Student Declaration

I understand that these guidelines are to be followed when using any technology while at school or while on any school activity.

I understand that if I break this responsible use agreement, I may lose access to school technology services including the use of the internet and use of school owned devices.

Student signature..... Class

Name Date /...../...



Responsible Digital Use Agreement 3-6 Student Declaration

A good digital citizen is someone who understands how to manage personal information, obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. When using information and communication technology (ICT) at Maroubra Bay Public School we follow our school values: Be Respectful, Be Responsible and Be Caring.

1. To be respectful I will:

- always respect people's privacy online. I will be careful when using full names, birthdays, addresses and photos of other people and of my own;
- respect people's freedom of speech online. I understand that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them;
- be honest and fair in all my actions using ICT; and
- use ICT to communicate with others in positive, meaningful ways. I will always talk politely and with respect to people online. I will think about the effect that my actions have on other people.

2. To be responsible I will:

- I will not use a personal digital device at school between 8.30am and 3.00pm
- seek help when I experience technical difficulties;
- move iPads, Laptops and robotics with care, trying not to drop or damage them;
- not disable settings that have been applied as a school standard;
- only use ICT at school when directed to do so by my teachers;
- only visit sites and apps that are appropriate and that my teachers have directed me to; and
- be aware that all use of internet and online communication services can be audited and traced to the e learning accounts of specific users

3. To be a caring learner I will:

- think carefully about whether the information I see online is true;
- always report anything that happens online that makes me feel uncomfortable or unhappy and I understand that I can talk to trusted adults about my online experiences;

Student Declaration

I understand that these guidelines are to be followed when using any technology while at school or while on any school activity. I understand that if I break this responsible use agreement, I may lose access to school technology services including the use of the internet and use of school owned devices.

Student signature..... Class

Name Date / / ...



Responsible Digital Use Agreement Parent Declaration

I understand that Maroubra Bay Public School is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT;
- uses technologies to participate in educational, cultural, and economic activities;
- uses and develops critical thinking skills in cyberspace;
- uses ICT to relate to others in positive, meaningful ways;
- demonstrates honesty and integrity in their use of ICT;
- respects the concepts of privacy and freedom of speech in a digital world;
- contributes and actively promotes the values of digital citizenship; and
- cares for themselves, others and property.

I understand that our school has procedures which outline the school's digital citizenship approach and how this supports teaching and learning. Full copies of these documents can be accessed by contacting the school.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I understand that if my child takes a mobile phone or any digital device to school it must be switched off and kept in their school bag when they are on school grounds between the hours of 8.30am and 3.00pm. I understand the school is not responsible for any digital device my child brings to school.

I have read the Student Declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

I agree that I will not use or forward emails from my child's account.

I will not bring Maroubra Bay Public School staff or students into disrepute in my online activities.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent signature.....

Name Date /...../.....