



Mawarra Public School

Student use of Digital Devices and Online Services Procedure

Purpose

The use of mobile phones and other forms of technology are very much a part of today's lifestyle. Laptops, iPads, Chromebooks, mobile phones and smart watches are becoming a major source of communication and a vital way of accessing information. Our school recognises that there are times when it is genuinely appropriate and useful for students to have access to an electronic device.

At times it is required that students have access to a mobile phone or similar electronic device. Parents and students may benefit from the additional security these devices provide for students traveling to and from school as well as a means for changes of routines to be communicated. The use of mobile phones and other devices in learning can be a useful tool, however in cases where devices have their own internet connections, issues about cybersecurity need to be considered in order to ensure the safety of all students.

In consideration of these issues and the requirements of the NSW Department of Education, this procedure guides student use of digital devices and online services at Mawarra Public School. It has been prepared with the consultation of students, parents, carers and our school staff and is endorsed by the school leadership team.

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

At Mawarra Public School, we provide students with many opportunities to use digital technologies as part of their daily learning. Digital technologies support various learning styles, foster cooperation, and provide simple access to information for educational purposes. They additionally enable students to make connections with the outside world.

Digital devices such as iPads, computers and laptops can enhance and enrich learning opportunities at school. Mawarra Public School is committed to teaching students to be safe, respectful, responsible learners while using technology.

Students are not required to bring their own devices to school as they will be allocated a device within their class, however, a user agreement must be signed by the student and parent at the start of the school year in order for students to use digital devices at Mawarra Public School. (attached at the end of this document)

All school supplied digital devices will be running with our filtered wireless network that already exists within our school. Students will be using our Department of Education Schools network and sign in with their assigned username and password. Devices brought in from home such as mobile phones, are not covered by the filtered wireless network. *Access to the use of the any digital technology at Mawarra Public School is a privilege, and the user agreement will be strictly adhered to.*

Mobile Phones and Smart Watches: Parent and Student Responsibility

Parents who decide to allow their child to have a mobile phone and/or smart watch at school should ensure that their child understands and complies with the restrictions outlined in this procedure. The school does not accept any responsibility for the care or security of students' mobile phones and/or smart watch while on school grounds.

Students who have permission from their parents to bring their phones and smart watches to school must:

- *switch the phone off entering the school grounds*
- *switch the smart watch to aeroplane mode*
- *not check or send messages on any device until after the school day has finished.*

If a child is found in possession of a mobile phone during the school day, they will be given a warning. After the third warning, the device will be confiscated, and parents will be asked to pick up the mobile phone.

These requirements apply to activities within the boundaries of the school grounds and also within all other settings where teachers are responsible for the welfare of students. Mobile phones are not to be brought to school excursions including overnight school camps, sporting events such as athletics, swimming carnivals and gala days. School staff have the right to inspect smart watches, especially in situations if they are being used inappropriately. Smart watches must be on aeroplane mode from 8.45am – 3.00pm.

Inappropriate use of digital devices or mobile phones include but are not limited to:

- *disrupting the learning environment or interfering with the operation of the school*
- *bullying, intimidating or otherwise harassing others through messaging including the sharing of photos or videos*
- *unapproved audio or video recordings of lessons, activities or conversations*
- *downloading, viewing or sharing inappropriate or offensive content*
- *unauthorised filming or photographing students or school staff for use on social media*
- *use of the device in any other way that threatens the safety and wellbeing of others.*

Consequences for inappropriate use

If students use a digital device or mobile phone inappropriately, the principal may take one or more of the following actions:

- *withholding the mobile phone and/or smart watch to be held in the school office until the end of the school day.*
- *applying student discipline provisions as outlined in the school's Discipline Framework 2022*
- *reporting the matter to the police*
- *Any student found using any digital device in an inappropriate way will have their access to technology suspended and a meeting with parents may be scheduled to discuss student actions and the consequences of their behaviour.*

Exemptions

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.

Student use of social media

Social media platforms, such as Facebook, TicTok, Snapchat, require users to be at least 13 years old before they can create an account, therefore, any users under the age of 13 can be reported to the relevant platform for inappropriate use that impacts on school. Students will not have access to any social media sites on school-based devices. Mawarra PS has the right to investigate any inappropriate use of social media that directly impacts on the learning of other students, however, is not responsible for the inappropriate use of social media by students out of school hours.

Contact between students and parents and carers during the school day

All communication between parents/caregivers and students during school hours must be directed through the school's administration office. Contact with their child's classroom teacher may occur at any time via email however, it must be noted that teachers may not be able to respond to requests for information until the end of the school day.

Should a student identify a need to contact their parents during the school day they must:

- approach their classroom teacher who will discuss with them the need for contact before directing the child to the office to use the school's phone; **or**
- contact parents on the child's behalf using any one of a range of communication tools available to them. These may include a phone call or email.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility. These responsibilities are outlined below.

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.
- 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 this 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](#).
- 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 activities.
 - 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.

Communicating this procedure to the school community

Students will be informed about this procedure through digital citizenship lessons delivered by their classroom teacher at the start of the school year. Also a user agreement must be signed by the student and parent at the start of the school year for students to have access to digital devices at Mawarra Public School.

Parents and carers will be advised of this School Digital Devices and Online Services Procedure document via email and 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 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](#).

Review

The principal or delegated staff will review this procedure annually.

Other important documents and procedures

Appendix 1: Key terms

Appendix 2: What is safe, responsible and respectful student behaviour?

Appendix 3: Student Use of Technology Agreement 2023

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.
 - 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.



Mawarra Public School

Student Use of Technology Agreement 2023

I will be responsible while using technology by

- keeping the iPad in its case at all times
- keeping food and drinks away from all digital devices
- holding the iPad, Chromebook and laptop with two hands and the cover closed to protect the screen when moving around
- immediately reporting any accidents or breakages to my teacher
- being responsible for the secure storage and the charging of iPads, Chromebooks and laptops.

I will be a learner while using technology by

- using the iPad, laptop and Chromebook as part of my classroom learning
- understanding my teacher will be checking my browser history at any time
- **only using the apps or sites as instructed by my teacher**
- I will use my iPad and other technology to do my own work. I will not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.

I will be respectful while using technology by

- asking other students' permission prior to taking any video or photographs of them
- asking other students' permission to share their image with others
- **only searching content appropriate to my learning**
- not using the iPad, Chromebook or laptop to harass or bully other students
- Should I intentionally damage an iPad, Chromebook or laptop, a fee to cover the cost to repair or replace the device will be charged to my parents.

I will be safe while using technology by

- keeping account names and passwords private unless instructed by my teacher
- reporting to my teacher any inappropriate comments or posts
- not responding to inappropriate comments
- **keeping private information safe, such as my name, date of birth and where I live, while on the internet**

I understand that there will be consequences for inappropriate use.

I understand the importance of following all the conditions above, otherwise the privilege to use technology will be removed.

I understand and agree to abide by the *Student Use of Technology Agreement* and other associated policies.

I further understand that violations may result in loss of access and/or device privileges, and possibly other disciplinary or legal action.

Name of Student _____ Student signature _____

Any parent permitting their child to use a digital device in accordance with this agreement at Mawarra Public school must read, sign and return this agreement to the school.

As a parent/carer I understand that my child will be responsible for abiding by the above procedures and agreement. I have read and discussed this with them, and they understand the responsibility they have while using their digital device.

In the event that he/she violates this agreement, the school may confiscate and inspect the device and appropriately discipline my child in communication with me.

I understand that any device that has been intentionally damaged by my child will incur a cost to repair or replace the device.

Name of Parent/Guardian _____ Parent signature _____

Date _____