

Como West Public School

Guidelines for Student Use of Digital Devices and Online Services

Implemented March 2021



Purpose

These guidelines support student use of digital devices and online services at Como West Public School (CWPS). CWPS acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise that devices may cause harm if used inappropriately and that we need to collectively support our students to use them in safe, responsible and respectful ways.

Scope

These guidelines provide 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 staff, students, parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing. These guidelines cover 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. These guidelines cover the use of school-provided and personal digital devices, including mobile phones, wearable devices, digital devices to be used for educational purposes as part of the Bring Your Own Device (BYOD) strategy and all online services.

Our School's Approach



Off and Away – **Personal digital devices are 'off and away' upon entering CWPS grounds** and while participating in other school related activities (e.g. PSSA Sport, excursions). They are to be turned off and left securely inside school bags. Wearable devices with digital communication capacities (such as smartwatches) are to be placed in aeroplane or flight mode when entering CWPS. Personal devices used as part of the BYOD strategy should be placed in class lockers and used during class time only under teacher supervision.



All students **agree to the acceptable use of technology** every time they access online services. Students and carers must **read, sign and comply with the Mobile Phone and Communication Devices Agreement** if they bring a mobile phone or communication device to school. In signing, students and carers acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement. CWPS requires students and carers to **read and sign the BYOD Agreement** that outlines the school expectations around appropriate use of technology as part of the BYOD strategy.



All students K-6 are taught how to be **respectful, considerate and responsible digital citizens** through the content delivered by their classroom teacher. All students must comply with the requirements of being safe, responsible and respectful as outlined in Appendix 2.



Students are **not permitted to bring devices** when attending camps or overnight excursions or when on any school-related activities.



Devices that are **misused may be confiscated** by staff and held in the school office until the end of the day. The school accepts responsibility and liability for confiscated devices. Students/parents or carers will be able to collect their device from the office at the end of the day. Where significant breaches occur, the teacher or executive staff will contact parents and carers for intervention.

Use of Mobile Phones and Other Communication Devices

It is recognised that mobile phones and communication devices, including wearable devices, eg: smart watches, are often given to students by parents to enhance security of students, as they travel to and from school. However, mobile phones and other communication devices have the capacity to have a negative impact on the learning environment and can put the safety and wellbeing of students at risk if used inappropriately.

CWPS provides extensive technology access and support to students for in class use, so students are not required to use a personal mobile phone for classroom activities. Stage 3 students have access to the BYOD program as outlined in these procedures.

A mobile phone or communication device will be used inappropriately if it disrupts the learning environment, threatens the safety, privacy or wellbeing of any person or is in breach of the law. Students and parents must sign the Mobile Phones and Communication Devices Agreement to bring mobile phones or communication devices to school.

Bring Your Own Device (BYOD)

BYOD refers to students bringing a personally-owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school that is owned by a student or the student's family.

At CWPS, we have made the decision to introduce 1:1 iPads for Stage 3 students who will be allowed to bring their own iPad to school.

At CWPS we believe that all students have the right to access flexible and dynamic learning experiences to interest and challenge them catering for diverse learning needs. The iPad is a small, yet significant learning tool which will further develop the capacity of the individual to create, collaborate, communicate and contribute.

This is not a compulsory requirement. Your child will not be disadvantaged if you choose not to send a device to school. We have other technology that your child can access.

At the beginning of Stage 3, a note will be sent home to students outlining the requirements and apps to be installed on the iPad. iPads should not be brought into school until Week 5 of Term 1. This allows teachers to establish rules and deliver digital citizenship and cybersafety lessons.

Students must complete the BYOD Student Agreement before they bring in their iPad.

Exemptions

An exemption from parts of these guidelines 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 guidelines the exemptions applies. The exemption may be ongoing or for a certain time period.

An example of an exceptional circumstance with grounds for exemption would be a diabetic student who requires the device to monitor blood glucose levels. Cases of exceptional circumstances should be discussed and agreed upon with the Learning and Support Team prior to the student bringing the device.

Consequences for Inappropriate Use

Standard school discipline procedures apply for misuse of the device. The consequences of any breach will be in accordance with the CWPS Wellbeing Policy.

Consequences provided will be determined based on the severity and frequency of the inappropriate use. Examples of action the school may take in cases of misuse include:

- The student is reminded to be respectful, considerate and responsible digital citizen.
- The student is given a verbal warning from a teacher or other staff member.
- The student is referred to the Assistant Principal and/or Principal.
- The student's access to the school network is restricted.
- 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.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

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 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 the guidelines, 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.
- Provide digital devices that meet school specifications if your child is participating in the BYOD program and complete any related paperwork.
- Complete the Mobile Phone and Communication Devices agreement if your child is bringing a mobile phone or wearing a communication device.

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.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, these guidelines 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 at the beginning of each year in classes and remind students if incidents arise during the school year.

Staff

- These procedures will be accessible to staff.

Parents and carers:

- Discussed and ratified at a School Council meeting
- Parents and carers will be advised via the school newsletter.
- CWPS will ensure that these guidelines 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 about these guidelines, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department of Education's website for making a complaint about our schools.

Review

The principal or delegated staff will review this procedure annually with any amendments to be ratified by the School Council.

Support Resources

The Department's Digital Citizenship platform provides advice, conversation starters and learning resources for students, teachers, parents and carers. It has recently been updated to include new content about the safe, responsible and respectful use of technology.

<https://www.digitalcitizenship.nsw.edu.au/>

Implementation

Developed by: School Executive in consultation with School Council

Ratified by: School Council on 17 February 2021

Implementation Date: March 2021

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 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.
- 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 or share 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.



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Mobile Phones and Communication Devices Agreement

A mobile phone or communication device will be used inappropriately if it disrupts the learning environment, threatens the safety, privacy or wellbeing of any person or is in breach of the law. Students and parents must agree to the responsibilities below for students to bring mobile phones or communication devices to school.

Students:

1. Mobile Phones and other communication devices, including wearable devices, are not to be used during school hours. Mobile phones must be switched off upon entering CWPS grounds. Wearable devices should be switched to flight mode.
2. Students who bring mobile devices or communication devices do so at their own risk. CWPS will not accept any responsibility for any loss or damage.
3. CWPS is not responsible for storing the phone for the student.
4. If a student uses a mobile phone or communication device in an inappropriate manner, school discipline procedures will be followed and appropriate consequences may apply.
5. Students are not permitted to take mobile phones or communication devices on overnight excursions or school camps. CWPS will not be responsible for the security of devices if this rule is breached. The device will be confiscated and returned to parents upon return.

Parents/Carers:

1. Parents / carers are not to contact children via mobile phones or communication devices during school hours. If it is necessary to contact your child, please do so via the school office.
2. Parents/carers should not use mobile phones when assisting in classrooms. Phones should be placed on silent.
3. Parents should communicate with their child and outline the responsibilities when bringing a mobile phone or communication device to school and the possible consequences for inappropriate use as outlined in the *Como West Public School Digital Devices and Online Services Procedures* and the *Como West Public School Student Wellbeing Policy*.

Student Name: _____

Student Class: _____

Type of communication device your child will be bringing: _____

Student Phone Number: _____

Student Signature: _____

Date: _____

Parent signature: _____

Date: _____

Please complete and return to the front office.



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Bring Your Own Device (BYOD) Program Student Agreement

The Como West Public School Bring Your Own Device (BYOD) program aims to enhance learning, wellbeing and educational attainment through quality use of technology. Como West Public School does so with the expectations that students will make **safe, responsible and respectful** decisions with regard to their personal use of technology in line with the CWPS Student Use of Digital Devices and Online Services Guidelines.

Students who wish to participate in the BYOD program must read this agreement in the company of an adult. This agreement must be signed and returned to the school. By signing at the bottom of this page, students and parents agree to the following behaviours:

- I agree to only use my own portal/ Internet login details and never share these with others.
- I agree to abide by the Department's security procedures and not attempt to bypass any hardware or software security features.
- I agree to not use digital devices to knowingly search for, link to, access or share anything that is: offensive or inappropriate; threatening, abusive or defamatory; considered bullying behaviour.
- I agree to report inappropriate behaviour and material to my teacher immediately.
- I agree to stay safe by not giving out or requesting personal information to or from anyone.
- I understand that my activity on the Internet may be recorded and these records may be used in investigations, court proceedings or for other legal purposes.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of, my device.
- I agree that the use of digital devices for school activities is through direction from the teacher.
- I will treat mine and all school and student owned devices with respect.
- I agree that videos/ photographs can only be taken on school grounds with the permission of those involved, as well as my teacher.
- I understand that my device is not to be used in the playground before and after school and during break times.
- I understand that digital devices and the Department Internet are only to be used for educational purposes.
- I agree to only use Air Play/Air Server and any other casting platforms upon direction from my teacher.
- I agree to only download and update applications at home.
- I have read the student responsibilities for digital devices and agree that I will abide by them.
- I understand that breaching any aspect of this agreement will result in disciplinary action as per the *Como West Public School Digital Devices and Online Services Procedures and Como West Public School Student Wellbeing Policy*, which may include a partial ban or full ban on using my device at school.

Student Name: _____

Student Class: _____

Student Signature: _____

Date: _____

Parent signature: _____

Date: _____

Please sign and return to your class teacher