



Mullaway Primary 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.

This will ensure:

- Digital device use does not disrupt the teaching and learning environment for any student or teacher,
- Potential risks to student safety and well-being posed by inappropriate use of digital devices can be identified and addressed,
- Students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of digital devices.

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

Mullaway Primary School strongly recommends that students do not bring personal digital devices to school or excursions in the event of misuse, damage or theft. However, we understand the need for communication avenues between students and parents outside of school hours for safety reasons.

Therefore, In the event of a student bringing a personal digital device to school, the student must hand their device in to the school office when arriving where it will be safely stored for the school day. Students are responsible for collecting their device when leaving school. This aligns with the Department of Education's restriction on mobile devices in NSW primary schools. Mullaway Primary School accepts no responsibility for lost, stolen or damaged digital devices at school and whilst students are travelling to and from school.

Mullaway Primary School supplies all digital devices necessary for learning needs within the

classroom. These devices are protected by department restrictions and safety measures to block inappropriate content.

Contact between students and parents and carers during the school day

Should a parent need to contact a student or teacher during school hours they must do through the office as addressed in the school's Protocols for Communication.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, teachers, 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.

An example of an exemption is the use of a personal digital device to monitor glucose levels of a student with diabetes.

Consequences for inappropriate use

For students who fail to follow these guidelines, the following sanctions may be applied:

- The student is given a warning or referred to the reflection room by a teacher or other staff member for misuse of school devices or not handing a personal device in.
- The student's personal digital device is confiscated by a staff member and handed in to the school office to be collected at the end the day.
- If behaviours are repeated it may be necessary for the teacher or principal to contact or arranges a meeting with the student's parent or carer.
- If inappropriate use of a digital device is deemed harmful to a student's wellbeing or illegal activity conducted, school representative privileges will be revoked, as well as, possible school suspension and the incident being reported to the Safety & Security Directorate or the police.

Confiscations

NSW Department of Education teachers are able to confiscate student personal property when inappropriately used in a way that is; contrary to any applicable school rules, disruptive to the school's learning environment, a risk to the safety or wellbeing of students, staff or other people, contrary to any reasonable direction given by school staff about the use of the item, illegal or otherwise of a nature that causes significant concern for staff.

Examples of property or electronic items that may be confiscated if used inappropriately by students include, but are not limited to:

- Mobile devices such as phones, tablets, iPods or portable gaming devices
- Laptops and other portable computers
- Cameras, video cameras and similar recording devices

Responsibilities

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.
- 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>).

For the principal and teachers

- 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.
- Record confiscation in SENTRAL particularly if the property is valuable and or the student has reacted badly to the confiscation. This includes details of: the property confiscated, any prior warnings given to the student, any action taken in relation to the property after it was confiscated, any consideration given to making a reasonable adjustment for a student with disability.

Communicating this procedure to the school community

Students:

- Classroom teachers will inform their students about this new procedure.
- The school procedure will be discussed at a whole-school assembly.
- Consultation with the SRC.

Parents and carers:

- 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.
- Presented at P&C meeting.

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 1: Key terms

- 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, Ipods and other devices that can record or communicate.
- 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.

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

Be SAFE
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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.