

# West Ryde 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

#### Mobile Phones, Smart Watches and other Portable Communication Devices

When used appropriately, mobile phones and smart watches offer students, their parents and staff advantages in terms of ease of communication and a sense of personal safety. While discouraging students from bringing mobile phones and other non-learning devices to school, West Ryde Public School accepts that some parents provide their children with mobile phones and other devices to protect them from everyday risks involving personal security and safety. However, mobile phones and other devices have the capacity to have a negative impact on the learning environment and when used inappropriately can put the safety and wellbeing of students at risk. The widespread ownership of mobile phones and other devices among young people requires that the staff, students and parents at West Ryde PS take steps to ensure mobile phones are used in a responsible and safe manner.

Mobile phones and smart watches may contain added features such as internet access, SMS or a camera and are included in these procedures.

Students are not permitted to bring mobile phones on school excursions and overnight camps or any school function under any circumstances. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

Students who bring mobile phones and smart watches to school do so at their own risk and the school will not accept any responsibility for loss or damage. Students are required to

switch off mobile phones, smart watches or other devices upon entering the school grounds each morning. The school provides two options –

- The device must stay in their bag during school time and can be turned on and used once off school grounds. The school will not be held responsible for the security of phones and smart watches.
- The device can be handed in to the office once switched off. These will be kept at the office until the end of the day when the student can collect it on their way home.

***Parents are requested to sign a permission slip if their child will have access to a mobile device or portable communication device at school and to indicate how it will be managed throughout the school day.***

### **Bring Your Own Device Program (BYOD)**

At West Ryde Public School, our Years 3-6 students have the opportunity to engage with the exciting world of digital curriculum possibilities through our 1-to-1 technology program. Our learning experiences are purposefully designed to foster strong student engagement and involvement in their learning.

Students wishing to participate in the Bring Your Own Device (BYOD) program must agree to the conditions of the program agreement. Parents/carers are asked to read these conditions carefully together with their child before signing and returning this agreement to their child's class teacher via School Bytes.

Students must follow their teachers' directions whilst using their device in the classroom. Should a student not adhere to the school expectations of usage/behaviour, the school's behaviour policy will be invoked and the student's access to the program may be removed for a period of time.

At West Ryde Public School, all children have the right to learn and each teacher to teach in a safe, caring and orderly learning environment so that students will reach their full potential. We encourage and expect children to behave in an acceptable way at all times. At West Ryde PS we adhere to the Positive Behaviour for Learning (PBL) principles of being Safe, Respectful, Learners in all areas of the school and when representing West Ryde PS at events outside of the school grounds.

Students are encouraged to bring their own headphones or earbuds as the school cannot adequately provide a 1-to-1 supply of these. You may choose to send these in a small bag for protection. Throughout the year families will be required to download apps for their child. Where possible, teachers will aim to use cost free applications in class. However, there may be occasions when the purchase of an app is required. All apps are carefully selected for their educational value and ability to enhance learning tasks within the classroom.

Students are required to supply a protective case for their devices that minimises damage in daily use and transportation.

## 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. Eg. Students with medical conditions or a disability which requires the use of devices for safety or access.

## Consequences for inappropriate use

Students will only use their mobile phones, other communication devices and their learning devices for BYOD in a way which reflects the expectations of the NSW Department of Education's Behaviour Code for Students and West Ryde Public School's core values of Safe, Respectful Learner.

Inappropriate use of any device will be dealt with in accordance with the school's existing behaviour management plan and the NSW Department of Education Behaviour Policy.

If school staff have reasonable grounds to suspect that a student has inappropriate materials on their device, the school may confiscate the device for the purpose of confirming the existence of the material. If inappropriate materials are found, the device may only be released to a parent. Depending on the nature of the material, the matter and device can be turned over to the police and other agencies for further action.

## Contact between students and parents and carers during the school day

During school hours, parents and carers are expected to only contact their children via the school office and a message will be sent to the student. If a student needs to make emergency contact with anyone they must do so through the school office.

## Responsibilities and obligations

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

### 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.
- Switch off device and leave in their bag or at the front office.

### 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 DoE 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.
  - 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 the school's PBL lessons and class expectations.

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.

## 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.

# 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, in appropriate 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.
  - 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.

# ACKNOWLEDGEMENT OF MOBILE PHONE / PORTABLE COMMUNICATION DEVICE AT SCHOOL

*\* Only return if your child brings a device to school*

My child..... of class..... requires a mobile phone/portable communication device at West Ryde Public School for use outside of school hours.

I have read and understood the **student use of digital devices and online services procedures** and acknowledge that a portable communication device being brought to school when required.

When a mobile phone/portable communication device is brought to school, my child will be responsible for switching it off during school hours.

My child will take their portable communication device to the front office where it will be kept during school hours.

**OR**

My child will keep their mobile phone/portable communication device in their bag once it is switched off during school hours.

I understand that the school takes no responsibility for the mobile phone/portable communication device.

.....  
Parent/carer name

.....  
Parent/carer signature

.....  
Date