



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

Wollongong West 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

Students demonstrate their responsible use of technology, students must read and sign a student agreement that outlines the school expectations around appropriate, and inappropriate, use of technology. In signing, students acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement.

Students may only use BYOD tablets and laptops during classroom hours between 9am and 3pm, excluding lunch and recess. These devices must be kept in the student's bag before school and it is the student's responsibility to protect and care for their device. During the classroom hours between 9am and 3pm, devices will be secured in a locked classroom. At the end of the school day, students return their devices to their bags.

Mobile digital devices such as smartphones and smart watches cannot be used for communication purposes on school grounds – both before and during school hours.

Exemptions

An exemption from parts of this policy or the school procedure 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 procedure the exemptions applies. The exemption may be ongoing or for a certain time period.



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

Consequences for inappropriate use

- The student is reminded of Stop-Think-Act or other self-regulation technique.
- The student is given a warning from a teacher or other staff member.
- The student is referred to the Assistant Principal.
- 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 given to the Assistant Principal to be stored in the school safe and returned upon a resolution meeting.
- 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

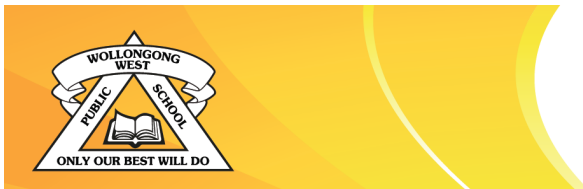
- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Students are responsible for the care and maintenance of their devices, including data protection and battery charging.

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.
- 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; 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



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

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.
- 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:

- Classroom teachers will inform their students about this new procedure.

Parents and carers:

- Parent and carer preferences will be explored via a parent information evening or P&C meeting.
- 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 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.



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

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.
- Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- 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.
- General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.
- 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.
- 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 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.



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

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.
- 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 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 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.



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

Appendix 3: Specifications required for bring your own devices

Operating system:

Devices must be running the latest operating system version (iOS, iPadOS, MacOS, Windows, Android, Linux and ChromeOS)

Software and apps:

Seesaw, Google Drive, Google Classroom, Google Docs, Google Slides

Battery life:

Minimum 4 hours. Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school.

Storage and RAM:

Tablets must have a minimum of 1GB RAM. Laptops require a minimum of 2GB RAM. Devices must have a minimum of 8GB storage.



Wollongong West Public School

Crown Street, West Wollongong, NSW 2500

Email: wollongwst-p.school@det.nsw.edu.au

Ph: 02 4229 2096 - Fax: 02 4226 5057

BYOD Student Agreement

Prior to connecting their devices to the department's Wi-Fi network, students must return a BYOD Student Agreement.

The BYOD Student Agreement must be signed by both the student and by a parent/caregiver.

I agree that I will abide by Wollongong West Public School's BYOD policy and that:

- I will use the DoE's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/Internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is: offensive, pornographic, threatening, abusive, defamatory, considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the Internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have reviewed *Appendix 3: Specifications required for BYOD* document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education's *Student use of digital devices and online services* policy.
-

Date: ___/___/___ Student name: _____ Signature: _____

In the presence of:

_____ Parent/caregiver _____ Parent/caregiver signature