



Student Use Of Digital And Online Services

Wellbeing Team
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Shoalhaven Heads Public School

Student Use of Digital Devices and Online Services Procedure

Purpose

We aim to maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services. 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 digital devices and online services 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 consistent guidelines 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, parents and carers. It also provides a guideline 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

The effective and safe use of digital technologies in the curriculum enables students to become confident and creative problem solvers. When used correctly, digital devices and the applications they support, will help prepare students for their future careers. We believe that safe and responsible use of digital technology helps students be more responsible because digital technology transforms the learning experience from passive to active. Students have access to an incredible amount of new opportunities, from learning how to code to learning how to better collaborate across teams. With guidance from their teachers, technology empowers students to be more creative and be more connected.

At Shoalhaven Heads Public School, we take a trusting approach to the use of digital devices. We have clearly defined expectations about appropriate use for these devices and trust our students to meet the expectations. Students who breach the acceptable usage policy could be liable to consequences set out below.

As mandated by the *Student use of digital devices and online services policy (2020)*, Primary aged students may not use digital devices during class time, recess and lunch unless for an educational purpose or for other reasons such as an adjustment to support learning and wellbeing.

Exemptions and Adjustments

An exemption forms part of the school procedure and can be requested from the principal by teachers, parents, carers, school counsellors, school psychologists and student support officers, 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 exemption applies. The exemption may be ongoing or for a certain time period and will be decided on a case by case basis of need.

Some students require reasonable adjustments to their learning and support needs under the *Disability Standards for Education 2005*. A disability includes a medical condition impacting a student and may require exemption. All reasonable adjustments for the use of digital technologies will be made to support student learning and wellbeing on a case by case basis of need. Reasonable adjustments may include access to digital technologies to participate in education on the same basis as a student without a disability.

Context and Settings

The use of digital devices at Shoalhaven Heads Public School has contextual restrictions and permissions for how and when digital devices and online services can be used by students.

Digital technology use;

- must be approved by a teacher or principal for an educational purpose only
- forms part of a reasonable adjustment for student learning and wellbeing
- when an exemption has been granted by the Principal for other reasons

After consultation with our community, Shoalhaven Heads Public School understands that families may need to contact their children before and after school and many have provided their children with a digital device for this purpose.

Students who have a Smart watch, Moochie, mobile phone or other digital devices must not use them during school hours and they must be turned off or set to do not disturb during school hours. Using devices during school hours may result in confiscation of the device and further disciplinary action outlined below. During excursions school hours refers to the entire length of the excursion, including overnight excursions.

Consequences for inappropriate use

As a technology user at Shoalhaven Heads Public School everyone has the right to use technology for learning. However, the right comes with the responsibility to use it correctly and to be accountable for any breaches of these responsibilities.

Students who have breached the acceptable usage policy could be liable to consequences set out in our School Wellbeing procedures following the R&R process.

In addition to other in-school consequences, teachers can revoke internet access for students via EMU on the department's portal until restoration is made.

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. Should a student need to make contact during the school day, they must seek approval from the teacher to approach the administration office and ask for contact to be made with the parent or carer.

Using digital devices to contact parents and carers during school hours may be subject to consequences outlined above and will be dealt with under the school's student wellbeing policy.

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 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.
- 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 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 Student Wellbeing 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 in the classroom.

Parents and carers will be advised via Parent and Citizen meetings, Compass and parent information evenings. 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 or as necessary.

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.