



## **Prairiewood High 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.

### **To be read in conjunction with:**

[NSW DoE Digital Services and Online Services Policy](#)

[PHS Acceptable Use of Technology and BYOD Student Agreement](#)

[Legal Issues Bulletin 35 – Misuse of technology in schools](#)

[Legal Issues Bulletin 56 Confiscation of student property](#)

### **Our School's Approach**

- Mobile phones are off and away

Phones are 'off and away' in classrooms. Students asked to put phones away if they are used. Teacher asks for phone if it is out again and retains phone until end of period. Referred to HT if student refuses to hand over phone. Phones are confiscated by HT if required. Referred to DP who will confiscate phone for entire day.

Students can collect them at the end of the day. Students are free to use devices at recess and lunch so long as they are used appropriately.

There may be times when a staff member, for example, a Deputy Principal, may contact a parent/carer about a student's inappropriate phone use. There are also occasions where a student's mobile phone or contents of the phone will be handed over to the Police to student safety. This is in line with Department of Education Child Protection procedures.

- Phones for learning

Teachers can decide that phones, like any other device, have a legitimate role for learning in the classroom. Whether it is using the phone to capture photo evidence of work samples for a design

course, for quick access to research, for collaborating with peers, or for any other educational purpose, the teacher determines when the phone is the most appropriate learning device for the activity. This approach is supported by clear classroom expectations based on behaviours rather than devices. These behaviours may be linked to existing school values such as 'Positive Behaviour for Learning'.

- Signed student agreement

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

### **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.

### **Consequences for inappropriate use**

- The student is given a warning from a teacher or other staff member.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are returned at the end of class.
- The student is referred to a HT if they refuse to hand in their phone.
- The situation escalates to a Deputy Principal or the Principal if a student refuses to hand in their phone.

### **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 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.
- Follow the safe, responsible and respectful descriptors within the Acceptable Use of Technology and BYOD Student Agreement
- Use their mobile phones only when permitted by the teacher for genuine educational purposes and not use them inappropriately
- Take responsibility for mobile phone use, including:
  - Not harassing or bullying other students, school staff or anyone. This includes cyberbullying using a digital device or online service

- Not sending or sharing messages or content that could cause harm, including things that might be inappropriate, offensive or abusive; upsetting or embarrassing to another person/group

- Provide immediate notification to a teacher or other responsible adult know immediately if you find anything on your phone that is suspicious, harmful, inappropriate or makes you uncomfortable

### **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 Department's [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. Ensure that their child displays appropriate online behaviours and follows the Department's Student Use of Digital Devices and Online Services Policy and the school's Acceptable Use of Technology & BYOD Student Agreement
- Read and be aware of the Policies and Legal Issues Bulletins listed at the beginning of this document.
- Work in partnership with the school to plan and implement strategies to support effective and appropriate mobile phone usage practices. This includes communicating with the school if they are aware of issues impacting on their child's education and/or wellbeing
- 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 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.

<b>STAFF ROLES AND RESPONSIBILITIES</b>		
<b>Staff Member</b>	<b>Responsibility</b>	<b>Actions</b>
Classroom Teacher	Use of phones in class time	<p>Uphold school expectations from this policy that mobile phones are not to be used in class, except for educational purposes.</p> <p>Reinforce expectations at the beginning of each lesson that mobile phones, headphones, earphones, speakers etc must be out of sight and not being used unless instructed to do so by the teacher. This includes not listening to music.</p> <p>Model such behaviour.</p> <p>Warn any student who has any of the above devices out during class when not instructed to do so, that they must put away the phone or other device, as it may be confiscated.</p> <p>The second time this rule is breached the teacher may confiscate the device until the end of the lesson.</p> <p>If the student refuses this request, student is directed to Faculty HT.</p> <p>Report this on Sentral – the school’s internal monitoring system.</p>
Faculty Head Teacher	Whole faculty policy reinforcement	<p>Support classroom teachers in dealing with students who fail to comply with mobile phone policy.</p> <p>Follow up non-compliance by confiscating phones for lesson or whole day. Issue lunch and after school detentions to students who are repeatedly non-compliant.</p> <p>Follow up with parents if students fail to attend detentions or comply with policy.</p> <p>Record all strategies employed on Sentral.</p> <p>Enter all interventions on Sentral including phone calls, parent meetings and student meetings.</p> <p>Refer to DP if parental contact still does not result in compliance.</p>
Deputy Principal	Relevant KLA support	<p>Support HTs in dealing with students who refuse to comply with the Mobile Phone policy by imposing after school detentions confiscating devices for a whole day and contacting parents for serious breaches of the policy.</p> <p>Support HTs by insisting that non-compliant students may have their device confiscated each morning and returned at the end of the school day or requesting that parents attend the school to collect the device.</p> <p>Oversee Whole School Mobile Phone Policy and that the school adheres to the Department of Education’s Digital Devices and Online Services Policy.</p> <p>Ensure that staff are updated re their responsibilities and policy updates relating to the use of mobile phones as part of the overall use of technology in the school.</p>

Principal	Whole School	Support implementation of whole school appropriate use of all technology strategies, including assisting the school with strategies to increase whole school compliance with the policy.
		<p>Informing the community via whole school and electronic communications of the policy and the enforcement strategies which will be conducted.</p> <p>Liaise with Deputy Principals regarding their cohort mobile phone non-compliance issues and strategies for whole school reinforcement.</p> <p><b>Report all matters to the Principal that require a report to the Child Protection Helpline or CWU (as required by MRG for reporting on Education)</b></p>

### 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:

- The school procedure will be discussed at a whole-school assembly.
- 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.
- 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 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

- 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.
- 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.
- General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

## 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 or on your phone 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. Only use the department's Wi-Fi network for learning and not personal use
- 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 and mobile phones in responsible and age-appropriate ways: only use online services and phones in the ways agreed to with your teacher, when permitted for genuinely educational purposes; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; do not use online services or phones to buy or sell things online, to gamble or to do anything that breaks the law; do not use any device to knowingly search for, link to, access or send anything that is: offensive, pornographic, threatening, abusive or defamatory; or considered to be bullying, embarrassing or upsetting to another person or group. Understand the school will follow the DoE Suspension & Expulsion procedures linked to inappropriate and/or criminal behaviour. This may include Police involvement and devices or their contents may be handed to police to ensure student safety.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
- Understand that the school cannot be held responsible for any damage to, or theft of your device. However, understand that you are responsible for any damage to or theft of any school device you are borrowing.

### 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.

### Appendix 3: Specifications required for bring your own devices

#### Wireless connectivity:

The department's Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. Devices that do not support this standard will not be able to connect. Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service.

#### Operating system:

Windows 10 (preferred)

Latest version of OSX (Mac devices)

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

#### Software and apps:

[Appendix\_Apps\_Software]

#### Battery life:

A minimum of 5hrs battery life to last the school day. 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:

4GB memory with sufficient storage space available for school work. Students are responsible for backing-up their own data and should ensure this is done regularly

#### Hardware features:

Supplied device must be a laptop with a fixed keyboard and screen; tablet devices (eg. ipads, android etc) will not be authorised.

Prairiewood High School will not accept responsibility for any issues with hardware.

#### Accessories and other considerations:

- Reasonable sized screen and a sturdy keyboard to enable continuous use throughout the school day.
- Casing: Tough and sturdy to avoid breakage.
- Weight: Lightweight for ease of carrying.
- Carry case: Supply a carry case or skin to protect the device.
- Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.
- Students are solely responsible for the maintenance and upkeep of their devices.
- Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. Prairiewood High School will not accept responsibility for any loss or breakage. Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department.
- Back-up storage: Use of cloud services such as Google Drive or Onedrive. A portable hard drive would also be an appropriate source of back-up storage for essential documents.
- Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the Acceptable Use of Technology & BYOD Student Agreement. The NSW Police may also be contacted in accordance with mandatory reporting expectations.