



New Lambton Heights Infants School

Student Use of Digital Devices and Online Services Procedure

April 2020

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

Our school provides desktop computers, laptops and iPads for student use. At school, digital devices and online services are utilised during class time only and only for educational purposes. At home, school issued digital devices are only to be used for remote learning, directed by the teacher. Some students may be exempt, if use at different times or purposes forms part of their individual education plan. Student mobile phones and BYO devices are not common in our K-2 setting. If special circumstances required a K-2 child to bring a mobile phone or device to school, this would be in consultation with the teacher/principal and parents and arrangements would need to be made prior to the device coming to school. Any personal student devices would be kept at the office and picked up at the end of the school day.

Students may temporarily loan school devices such as laptops and iPads,. These devices need to be signed out by a parent or carer, for the specific use of online learning and for a specified period of time. Parents would be required to return the device to school when requested by the principal (including within the agreed time frame), so maintenance or updates can occur.

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. 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

Students are expected to follow the school's expected behaviours for using digital devices and when using digital devices and when working on line (Appendix 2), as well as those outlined in the [NSW Department of Education's Behaviour code for students](#).

If a student is using devices inappropriately:

- The student is reminded of Stop-Think-Do or other self-regulation technique.
- The student is given a warning from a teacher or other staff member.
- The student is referred to the Principal.
- The student's access to the school network is restricted through the EMU tool on the DoE portal.
- The teacher or principal arranges a meeting with the student's parent or carer.

Contact between students and parents and carers during the school day

Teachers or administration staff will contact parents during the school day if needed. OOSH will contact parents during before or after school care times.

Responsibilities and obligations

For students

- Take care with school digital devices.
- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students and school expectations.

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 (see links to e-safety Commission in Appendix 3).
- 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>).
- 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; 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.

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:

- Parents and carers will be advised via the school newsletter and the P&C will be consulted.

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.

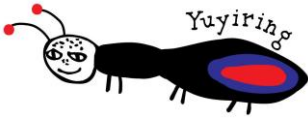
Lisa Hughes

Principal

6th April 2020

Appendix 1: Key terms

- 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.
- 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.



Using digital devices & when online



Be Responsible

- Only use devices and go online when my teacher tells me to.
- Only talk to people I know when I email or video conference.
- Tell an adult if I see or hear something online that makes me feel scared, sad or worried.

Be Respectful

- Take turns and use kind words when using technology.
- Ask permission before I take or share photos or video.
- Use computers carefully. Carry mobile devices carefully.
- Listen to my teacher and stop work when my time is up.

Personal Best

- Complete only tasks and go to sites that my teacher has set for me.
- Produce quality work. *What is my teacher looking for?*
- Think in different ways and use the dispositions to solve problems.

Appendix 3: Links for parents to assist with e-safety.

From the e-safety commission

- **Key advice for early years. A simple, easy to read booklet for parents to keep their young children safe when working online.**

<file:///D:/2020/At%20home%20learning/Whole%20School/Whole%20School%20Organisation/Technology/ky-advice-early-years-booklet.pdf>

- **A book with great visuals that parents can read to their children about being safe on-line.**

<https://www.esafety.gov.au/sites/default/files/2020-02/Easy%20English-Being%20Safe%20Online.pdf>

- **Family tech agreement - an agreement that families can use or develop to manage the use of digital devices in their homes. There is a completed example and a blank for families to customise to their needs.**

https://www.esafety.gov.au/sites/default/files/2020-01/Our%20Family%20Tech%20Agreement_0.pdf

<https://www.esafety.gov.au/sites/default/files/2020-02/Easy%20English-Being%20Safe%20Online.pdf>

From the NSW Department of Education – Digital Citizenship Website

<https://www.digitalcitizenship.nsw.edu.au/parents-articles>