



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

When used appropriately, mobile phones and communication devices 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 to school, Clemton Park Public School accepts that some parents give their children mobile phones to protect them from everyday risks involving personal security and safety. However, mobile phones and communication 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 communication devices among young people requires that the staff, students and parents of Clemton Park Public School take steps to ensure mobile phones and communication devices are used in a responsible and safe manner.

Students

- All mobile phones brought to school are preferred to be labelled with the student's name and class.
- Students are not to bring personal mobile phones to school unless they have completed the 'Mobile Phone at School Notification' at the end of these guidelines.
- Parents must sign the attached letter to state they have read and understood the school policy regarding student mobile phones at school.
- Students with permission to bring a mobile phone or similar device to school must keep the phone turned off during school hours, during any school event that is out of school hours eg Camps and Year 6 Farewell.
- Students are not permitted to use their mobile phone during school hours.

- Under no circumstances, may a student send or receive calls or SMS messages to or from anyone whilst at school (this includes the use of smart watches). In cases of emergency, calls must be sent and received through the school office so that the school is aware of any student welfare issues.
- Inappropriate use of mobile phones and communication devices is not permitted. Inappropriate use of mobile phones and communication devices includes students using them to bully, intimidate or otherwise harass others through any SMS or text message, photographic, video or other data transfer system available on a mobile phone and communication devices. This includes filming on schools grounds, in school uniform and/or referring to school staff.
- Students misusing personal mobile phones and communication devices at school or causing a nuisance will be brought to the attention of the Principal. The phone will be confiscated and the child's parents will need to come to the school to collect the phone or device.
- Following the misuse of mobile phones or communication devices, students may be requested to leave their mobile phones in the front office during school hours and/or have their access to online services suspended. However, the school accepts no responsibility for phones damaged or lost from the office.
- Under the "NSW Department of Education – Suspension and Expulsion of school student's policy" a student may be suspended for transmitting abuse electronically by email or SMS messages whilst at school.
- The Principal's permission is only effective for one academic year or part thereof. Permission must be gained for each new school year.
- The Principal may revoke a student's privilege of bringing or using mobile phones and communication devices whilst at school.

Staff

- Mobile phones are to be switched off or put on silent at the following times:
 - Staff meetings
 - Professional Development sessions
 - Class teaching time
- Teachers are not to use mobile phones during class time to make or receive personal calls or send personal text messages.
- During times of emergency or extenuating family circumstances, personal calls may be taken as long as the Principal is informed beforehand of the need to receive such calls.
- Teachers in charge of all excursions and trips involving students must ensure that a mobile phone is taken on the excursions and that the office has the contact number.

For Parents and Community Members

- At all official school functions, during meetings or when assisting in classrooms mobile phones should be switched off or put on 'silent'.

Related Technology

Related technology such as portable computer games, iPads and other similar devices are not to be brought to school. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of mobile phones will apply equally to these devices.

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.

Consequences for inappropriate use

- Appropriate action as determined by the school Discipline Policy.
- Action may include students being requested to leave their mobile phone in the front office during school hours and/or have their access to online services suspended. At this time the school will consider the liability it assumes when taking possession of students' personal digital devices. Consultation will be made with the following Legal Issues Bulletins regarding liabilities.
 - Bulletin 8 - Claims for loss of or damage to personal property and use of private motor vehicles by staff, parents and students
 - Bulletin 35 - Misuse of technology in schools
 - Bulletin 56 - Confiscation of student property

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.

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 Awards and Discipline Policy.

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's procedures, 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.
 - 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 Awards and Discipline Policy 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 these procedures through explicit lessons in class, reminders at assembly and at other key times.

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.

Endorsed Term 1, 2022

Implemented Term 1, 2022

Scheduled Review Term 1, 2023



Student Use of Digital Devices and Online Services Policy

CLEMTON PARK PUBLIC SCHOOL Mobile Phone at School Notification

I give permission for my child to bring a mobile phone or communication device to school. I have read the Clemton Park Public School Student Use of Digital Devices and Online Services Policy and am aware of the relevant NSW Department of Education policy.

I understand that my child is expected to abide by the guidelines outlined in the Clemton Park Public School Student Use of Digital Devices and Online Services Policy.

Name of child: _____ Class: _____ Mobile Phone No: _____

Name of child: _____ Class: _____ Mobile Phone No: _____
(If more than one)

Name of parent/caregiver/legal guardian:

Signature of parent/caregiver/legal guardian:

Date: _____