



## 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

#### ***Phones are stored in the school office.***

Each day, students hand in their phones into the office. The school takes responsibility and liability for these devices. Students can collect their devices, from the office, at the end of each day

#### ***Overnight Excursions***

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

In the event of inappropriate use, students are referred to the Assistant Principal or Deputy Principal who will apply consequences in line with the school's Discipline Policy. This will include a meeting with the student's parent or carer and the confiscation of the offending device, which will be stored in the front office for collection by the parent or by the student at the end of the school day.

#### ***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 School Discipline Policy, which can be found on the school website.

### ***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 school's Community Code of Conduct: [EHPS Community Code of Conduct](#)
- 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**

The school procedure will be discussed with students at a whole-school assembly. Parents and carers will be advised via the school newsletter. This procedure can also 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.