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Cronulla Public School
Student Use of Digital Devices and Online Services Procedure

A new Policy governing student use of digital devices and online services will apply in all NSW public schools from 2020.

Purpose

This procedure guides student use of **digital devices and online services** at our school. Our school acknowledges the 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.** While school staff will assist in the management of particular incidents, it is ultimately the responsibility of the caregiver to educate and monitor future use.

This policy and school procedure replaces the previous Cronulla Public School Bring Your Own Device (BYOD) Agreement

Our School's Approach

- Off and Away **- Phones are 'Off and away' upon entering school grounds** and while participating in other school related activities (e.g. PSSA Sport, excursions). They are to be turned off and left securely inside school bags.
- Wearables with digital communication capacities (such as smartwatches) are to be placed in aeroplane or flight mode when entering school.

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

- Whilst the school has a BYOD agreement, students are not allowed to use digital devices in the following spaces under any circumstances: changing rooms, toilets and swimming pools.
- Students are not permitted to bring devices when attending camps or overnight excursions or when on any school-related activities.

- Devices that are misused may be confiscated by teaching staff and then held in the school office until the end of the day. Students/Parents or Carers will be able to collect their device from the office at the end of the day. Where significant breaches occur, the teacher or Executive staff will contact parents and carers for intervention.

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 apply. The exemption may be ongoing or for a certain time period. An example of an exemption may be to accommodate a disability.

Consequences for inappropriate use

- The student is given a warning from a teacher or other staff member.
- The student is referred to Executive staff.
- 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.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are handed in to the school office and can be collected at the end the day.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

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 not use their digital device for any reason. During school hours, parents and carers are expected to only contact their children via the school office. The measures are to ensure the highest level of safety and wellbeing for students.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services and support their peers in doing the same.
- Respect and follow school expectations 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 (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.
- 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).

Support Resources

- The Department has provided resources that are degined to help implement this policy in our school. https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools
- The Department's Digital Citizenship platform provides advice, conversation starters and learning resources for students, teachers, parents and carers. It has recently been updated to include new content about the safe, responsible and respectful use of technology. https://www.digitalcitizenship.nsw.edu.au/

Review
The principal or delegated staff will review this procedure as needed.

Established: May 2020

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.

- **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.

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 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.
- 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 in responsible and age-appropriate ways: only use online services as instructed by your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

 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.

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Cronulla Public School
Bring Your Own Device (BYOD) Program Student Agreement

The Cronulla Public School Bring Your Own Device (BYOD) program aims to enhance learning, wellbeing and educational achievement through quality use of technology. Cronulla Public School does so with the expectations that students will make **safe, responsible and respectful** decisions with regard to their personal use of technology in line with the CPS Student Use of Digital Devices and Online Services Procedures.

Students who wish to participate in the BYOD program must read this agreement in the company of an adult. This agreement must be signed and returned to the school. By signing at the bottom of this page, students agree to the following behaviours:

- ☐ I agree that my use of the Department's Internet connection will only be for learning purposes.
- ☐ I agree to only use my own portal/ Internet login details and never share these with others.
- ☐ I agree to abide by the Department's security procedures and not attempt to bypass any hardware or software security features.
- ☐ I agree to not use digital devices to knowingly search for, link to, access or share anything that is: - offensive or inappropriate - threatening, abusive or defamatory - considered bullying behaviour.
- ☐ I agree to report inappropriate behaviour and material to my teacher immediately.
- ☐ I agree to stay safe by not giving out or requesting personal information to or from anyone.
- ☐ I understand that my activity on the Internet is recorded and these records may be used in investigations, court proceedings or for other legal purposes.
- ☐ I acknowledge that the school cannot be held responsible for any damage to, or theft of, my device.
- ☐ Repairs to and technical support for BYOD are my responsibility.
- ☐ I agree that the use of digital devices for school activities is through direction from the teacher.
- ☐ I will treat mine and all school and student owned devices with respect.
- ☐ I agree that videos/ photographs can only be taken on school grounds with the permission of those involved, as well as my teacher.
- ☐ I understand that my device is not to be used in the playground before the bell and during break times.
- ☐ I understand that digital devices and the Department's Internet connection are only to be used for educational purposes, including during indoor breaks such as wet weather.
- ☐ I agree to only use Air Play/Air Server and any other casting platforms upon direction from my teacher.
- ☐ I agree to only download and update applications at home.
- ☐ I have read 'What is safe, responsible and respectful student behaviour' and agree that I will meet the expectations.
- ☐ I understand that breaching any aspect of this agreement will result in disciplinary action as per the Student Behaviour & Wellbeing Policy, which may include a partial or full ban on using my device at school.

Student Name: _____   Student signature: _____

Parent Name: _____   Parent signature: _____

Please sign and return to your class teacher

Appendix 4 Classroom Posters

Digital devices are everyone's responsibility

Parents
- model appropriate use
- support the school policy and work in partnership with the school
- be responsible for student device use at home

Schools
- promote safe use for learning
- develop a procedure for use
- be clear about the rules
- manage exceptions locally to support the wellbeing of students
- be clear about requirements (such as BYOD)

Everyone
- report inappropriate behaviour
- model good behaviour around use
- be respectful online
- follow the agreed policy, procedures

Students
- use devices responsibly and safely
- treat devices with care
- tell someone if something makes me feel uncomfortable
- treat people online with the same respect as in person

Department
- provides support materials and professional learning
- communicates advice regarding student use
- supports a safe, secure online experience
- provides digital infrastructure and equipment

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NSW GOVERNMENT

Using digital devices

WWW

Benefits
INFORMED

INTERESTED

"Used in the right way digital technology can enhance learning".

CONNECTED

FUTURE-FOCUSED

CREATIVE

COLLABORATIVE

"Online resources, information, and visual media can be great!"

STUDENT BEHAVIOUR

Challenges
DIFFICULT TO MANAGE IN CLASS

DISTRACTING

PRIVACY

"Right time, Right place, Right way"

INAPPROPRIATE CONTENT

CYBER-SECURITY

MAY PUT KIDS AT RISK

"Clear boundaries put us on track!"

CARING FOR OUR KIDS
We're providing:
Help for schools, advice for parents, support for students

BE SAFE | BE RESPECTFUL | BE RESPONSIBLE

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