Hobartville
Public School

SUCCESS WITH HONOUR

Student Use of Digital Devices and Online Services Procedure

Student Use of Digital Devices an Online Services Procedure

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.

Audience and applicability

The principal of Hobartville Public School or delegate is responsible for implementing this procedure. Actions and responsibilities of staff are guided by these procedures.

Changes since previous update

Last updated	Description of changes	Approved by
November 2023	Initial publish	Principal and P&C

Overview

Definitions

Term	Definition
Reasonable adjustment	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 school grounds 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.

Roles and responsibilities

Principals and delegated executive:
- Endorse the policy.
- Implement the policy.
- Review the policy yearly and update as required.

Administrative Staff:
- Collect mobile phones and devices from students and use a recording system that ensures students receive their device at the end of each school day.

Overview

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. These include 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.

What needs to be done?

Step 1
Each day, as students enter the school, they must hand in their digital device to the office. These include smartphones, any capable 'Smartwatch' device and any other electronic device that can receive, store, process and share digital information, e.g. desktops, laptops and/or tablets.
Step 2
Students can collect their devices, from the office, at the end of each day.

Where does this policy apply?

This policy applies if students are in possession of a digital device onsite before and after school, during class, recess and lunch; on school grounds or in designated spaces; on excursions and other school events such as camps; on other educational sites and during detentions and exams.

Students are not allowed to use digital devices in the following spaces under any circumstances: changing rooms; toilets; gyms; and swimming pools.

Device storage at school

We will ask that parents and carers accept a reasonable level of risk when their child attends school in possession of an expensive device. We will take care with devices; a storage system and clear identification of your child's device will be in place. We will accept a reasonable and realistic level of liability due to the risk of human error. If the stored device shows evidence of damage when a child has returned home and there is no logical explanation for the damage occurring as a fault of school staff we will ask that parents accept liability. This protocol matches the school response for damage to other costly items brought to school.

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 apply. The exemption may be ongoing or for a certain time period. We will restrict the use of digital devices by primary school students during class; at recess and at lunch unless use is approved by a teacher in consultation with executive and the principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons, or for reasonable adjustments made as part of a student's individual education plan.

Consequences for breach of this policy

- Students found to be in breach of this policy will be asked to take their device to the office immediately and have it stored. Parents will be notified and if there is clear disregard of policy by the student they will be held to consequences guided by our Behaviour Support and Management Plan (School website - About our School - Rules and policies).
- The student's access to the school network may be restricted through the DoE portal for a period of time.

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

For students

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

For parents and carers

- 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.
- 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.
- 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 NSW Department of Education 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 Support And Management Plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

- Model appropriate use of digital devices and online services in line with departmental policy.
- 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.

For non-teaching staff, volunteers and contractors

- Be aware of the NSW Department of Education policy, this procedure and act within these expectations.
- 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:

- Student discussion will be held at a Student Representative Council meeting.
- The school procedure will be explained at a whole-school assembly.

Parents and carers:

- Parent and carer preferences will be explored at a P&C meeting.
- Parents and carers will be advised via the school newsletter and school social media channels.
- 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 follow our school's complaints process. If the issue is not resolved, please refer to the Department's guide for making a complaint about our school. (https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions).

Supporting tools and resources

Student Behaviour policy

Complaints Handling

Bullying of Students – Prevention and Response policy

Related policies and legislation

Student Use of Mobile Phones in Schools Procedures

Contact

Principal

Hobartville Public School

Email: hobartvill-p.school@det.nsw.edu.au 4578 1110

Monitoring

The principal monitors the implementation of this procedure, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed. Any changes since previous update recorded in procedure document.

School Principal

Appendix - 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, in appropriate 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.
- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with 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.
- Do not harass or bully other students, school staff or any community member, this includes cyberbullying using a digital device or online service.