



# TEMORA HIGH SCHOOL

## *Looking Toward the Goal*

### **Student Use of Digital Devices and Online Services Procedure**

*Current as at 8 November 2022*

#### **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 a safe, responsible and respectful way.

#### **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, 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**

Temora High School has a Bring-Your-Own-Device (BYOD - laptop) policy for students in Years 11 and 12. Students are to bring a laptop to school every day to assist with their learning in senior schooling. The school provides assistance to students that are unable to provide a BYOD device for learning. The school may provide a laptop or loan a laptop to a student. BYOD devices must only be connected to the school network during school hours for security and safety during school hours. No other external connections are allowed during the school day.

Students in Years 7-10 are not expected to have a device at school. The school will supply a device to students when required for learning.

Temora High School is a phone free space. The school uses a Yondr pouch system to help students manage their mobile phones and smart devices to reduce student temptation to use a device during school hours. Students who choose to bring a mobile device to school will be required to have the device turned OFF AND AWAY, locked in a Yondr pouch and in their bag, including accessories (e.g. headphones) throughout the entire school day.

Smart devices (e.g. smart watch) that connect to a mobile device are not to be connected during school hours. This includes in class, study periods, in hallways between classes and at Recess and Lunch. It is the student's responsibility to ensure that any mobile device is stored securely away in a Yondr pouch during the school day.

Students are not to use devices to record images, video or sound (unless under explicit teacher instruction for an educational purpose). Students are not to use devices for accessing, downloading or sending inappropriate, offensive or prohibited material. Students will hand over device when requested without argument, ensuring the device is off.

#### **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.

An example, a student may use their mobile phone to monitor a medical condition as part of a health care plan.

## Consequences for inappropriate use

Students with a digital device or who misuse a device will be asked to switch off device and take to the Administration Office where it will be locked in a Yondr pouch labelled with their name, year, date, teacher, any damage and stored safely. The device can be collected after the bell at the end of the day by a parent.

- **1st offence** – device stored at Administration Office, placed in Yondr Pouch and returned to a parent, verbal warning to student, Sentral entry completed by teacher.
- **2nd offence** – device stored at Administration Office, placed in Yondr Pouch and returned to a parent, Sentral entry by teacher, Formal caution issued by Deputy Principal and phone ban for 20 days.
- **3rd offence** – device stored at Administration Office, placed in Yondr Pouch and returned to a parent, Sentral entry by teacher, suspension for continued learning disruption and 20-day phone ban on return.

In case of refusal to hand over the device, parent/carers will be called to collect the phone from the student or to collect the student if refusal continues. School-based behaviour management will take place.

Serious misuse can result in immediate suspension, police notification and report to Department of Community and Justice.

## Contact between students and parents/carers during the school day

Should a student need to contact a parent/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

- The digital device is the student's responsibility. Temora High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession.
- During the school day, devices are to be turned OFF + AWAY, locked in a Yondr Pouch and in the student's bag.
- BYOD devices in Years 11 and 12 are only to be connected to the school's network for safety and security.
- Students are not to use a device to record images, video or sound (unless permission from teacher for an educational purpose and with the permission of people being filmed)
- Students are not to use any device for accessing, downloading or sending inappropriate, offensive or prohibited material.
- All contact with parents/carers throughout the school day is to occur by phoning the Administration Office.
- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same by reporting any inappropriate material and not supporting ('liking') or following sites that promote these materials.
- 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 Behaviour Code for Students.
- Sign the Digital Devices User Agreement, take part in wellbeing days and online safety events.

### For parents and carers

- Support the school in implementing this policy
- Collect student devices when their child is not following school procedures.
- Ensure students fully understand the policy, their responsibilities and expectations
- Ensure all contact with students during the school day is via the administration office
- 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.
- Supply digital devices that meet school specifications where a school is taking part in a bring your own device (BYOD) program and complete any related paperwork.

#### **For the principal and teachers**

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes: giving clear instructions when a device can be used for learning, 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:**

- Students consulted on preferences via Student Representative Council meeting.
- The school procedure discussed at a whole-school assembly and information evenings.
- Classroom teachers will inform students about this new procedure.

##### **Parents and carers:**

- Survey emailed to parents and carers
- Parent and carer preference and consultation via P&C meeting.
- Parents and carers will be advised via the school newsletter, email and Facebook.
- 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>

#### **Review**

The principal and school executive will review this procedure annually.

## Appendix 1: Key terms

- **Bring your own device** is an optional program where parents and carers can supply 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 the 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 take part 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, 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.
- **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 at once 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 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.
- 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.