Charlestown East Public School
Procedure on Digital Devices and Online Services

Purpose
This procedure outlines our school's implementation of the Use of Digital Devices and Online Services policy and identifies the shared obligations for teachers, students, parents and carers.

Our School's Approach
Our school acknowledges the place that technology has in today's society and the power of technological tools in enhancing educational outcomes for our students and in preparing them for their future.

Our core business of teaching and learning is supported by the use of digital devices and online services. Our focus is to provide the students with the knowledge and skills to enable them to use these safely and responsibly in the educational context and beyond.

Scope
This procedure governs all use of digital devices and online services:

- At school between 9:10am to 3:10pm, during class time and in the playground (herein referred to as "school hours"); and
- At any other place or time where there is a close connection to the school, such as school-related online services and school excursions. Excursions may have additional restrictions.

Breaches
Students can be in breach of this procedure if their use of digital devices and online services is:

- Not educational use;
- Not directed by a teacher;
- Restricted under this procedure; or
- Restricted under the Digital Devices and Online Services Student Agreement.

Consequences
Any breach of this procedure is considered inappropriate behaviour, whether this is in the classroom, in the playground or online. Consequences for a breach will be clearly defined by the teacher through their classroom expectations, and can (depending on severity of breach) include:

- Warning from a teacher;
- Temporary or permanent restrictions from accessing digital devices;
- Confiscation of personal digital device/s until the end of the day (for more advice about confiscating student digital devices, see DoE Legal Issues Bulletins 8, 35 and 56)
- Attending planning room;
- Teacher and/or principal meeting with the student's parents and/or carers;
- Suspension and possible Police and/or Child Wellbeing involvement for serious breaches.

Any breach, and its consequence/s, will be recorded in the school's behaviour database.

For more details on identifying the severity of breaches and their consequences, see 'Responding to breaches' process chart below.

Storing digital devices at school.

Students who bring non-BYOD, personal digital devices to school will keep these devices switched off and stored in their bags.

Responsibilities

Students

Students will use digital devices and online services in safe, responsible and respectful ways.

Students will follow the Use of Digital Devices and Online Services Student Agreement and all reasonable staff directions regarding their use of digital devices and online services, including when, where and how students are allowed to use digital devices and online services.

Students will return a completed student agreement before using any digital device or online service, including personal digital devices.

Students are not encouraged to bring non-BYOD, personal digital devices to school.

Students understand that they are responsible for any digital device that they bring to school and that the school will not accept any liability for personal digital devices that are lost or damaged.

Students will keep any non-BYOD, personal digital devices switched off and stored during school hours, except where directed by staff.

During school hours, students will only contact their parents or carers from the school office.

Staff

Staff will set and uphold agreed classroom expectations for the use of digital devices and online services, in line with this procedure and the department's policy.

Staff will model appropriate and educational use of digital devices and online services, in line with the department's Code of Conduct.

Staff will follow the school's behaviour management plan when they respond to any incident of inappropriate student behaviour relating to the use of digital devices or online services, with due consideration given to severity and any mitigating factors.

Staff will support families to understand the school procedure and the strategies that can be employed to promote their child's safe, responsible and respectful use of digital devices and online services.

The principal or delegated staff will annually review this procedure, the school's behaviour management plan and any other relevant document to provide clear, consistent, whole-school instructions for teachers when responding to inappropriate student behaviour.

Parents and Carers

Parents and carers will read the student agreement with their child, and sign the document on their child's behalf, before their child can use digital devices at school.

Recognise the role that play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.

Take responsibility for their child's use of digital devices and online services at home.

Support implementation of the school procedure, including its approach to resolving issues.

Parents and carers are not encouraged to provide their children with non-BYOD, personal digital devices.

During school hours, parents and carers will only contact their children via the school office and will communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

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 at the principal's discretion only.

Common exemptions the principal could consider may include but are not limited to:

- Exemptions or alternatives to signing the student agreement where a parent or carer is not available to sign for the student;
- Exemptions to restrictions around access to personal digital devices for a student with medical needs;
- Exemptions to restrictions around the use of digital devices for an educational purpose, or as part of a reasonable adjustment for student learning and wellbeing, as identified in their Personalised Learning and Support Plan.

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 Complaints Handling policy.

Michelle Unterrheiner
Principal
2nd March 2020

Appendix 1: Definitions

Digital devices
An electronic device that can receive, store, process and share digital information, including but not limited to:

- School-provided desktops, laptops, tablets and other electronic equipment;
- Smartphones, smartwatches and other personal digital devices.

Educational outcomes
Learning objectives and skills that support the educational development and wellbeing of students.

Educational use
Use identified by school staff as leading to one or more educational outcomes.

Online services
A website, app or any other means to gather, process and share information online, including but not limited to:

- Teacher-approved Learning Management Systems and digital classrooms;
- Tools to support learning, research, design, collaboration, creativity and critical thinking; and
- Online communication and chat, video conferencing, games, social media and other digital platforms.

Reasonable Adjustments
Is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students.

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.

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.

Student agreement
Refers to the agreement all public school students in NSW will need to complete and return, except where exemptions are in place, governing their use of digital devices and online services.

Appendix 2 : Resources

www.esafety.gov.au

www.digitalcitizenship.nsw.edu.au

www.antibullying.nsw.gov.au

Appendix 3: Responding to breaches

MINOR BREACH

- **POTENTIAL BREACHES:**
  - Accessing non-educational content or websites.
  - Using non-BYOD, personal digital device during school hours without staff permission.
  - Teasing or name calling another person using a digital device or online serivce.
  - Using inappropriate language using a digital device or online service.
  - Not following teacher directions when using a digital device or online service.
- **POSSIBLE CONSEQUENCES:**
  - Student given a warning by staff at the time of the breach.
  - Student name, date and incident recorded on Sentral.
  - Student misses out on lunch time play.
  - Parent contacted if online beahviour involves other students.

REPEATED MINOR BREACH

- **POTENTIAL BREACHES:**
  - Second minor breach within a 10-week period.
  - Refusing to hand over a personal digital device when a teacher attempts to confiscate it.
  - Repeated name calling, teasing, inappropriate language
- **POSSIBLE CONSEQUENCES:**
  - Student referred to Principal.
  - Personal digital device/s confiscated and handed in to the Principal, to be collected after school by student.
  - Referral to planning room with Assistant Principal to identify breach and corrective measures required.
  - Student name, date, incident and student behaviour report recorded on Sentral.
  - Parents contacted by teacher to discuss breaches of Student Agreement.
  - Student access to digital devices and online services restricted for 1 week.

MAJOR BREACH

- **POTENTIAL BREACHES:**
  - Third minor breach within a 10-week period.
  - Deliberately accessing or sharing inappropriate or illegal content.
  - Theft of another person's device, including school property.
  - Bullying or harrassment.
  - Other major breach as determined by principal.
- **POSSIBLE CONSEQUENCES:**
  - Student sent directly to Principal.
  - Student name, date, incident and student behaviour recorded in Sentral.
  - Parents and/or carers contacted to arrange a meeting with Principal about breach/es.
  - Student restricted from any access to digital devices and online services during school hours for a period to be determined by Principal, student and parents.
  - Personal digital device/s confiscated and handed in to the Principal, to be collected after school by parent.
  - Possible suspension. Possible Police and/or Student Wellbeing involvement.

Appendix 4 : Behaviour Code for Students

NSW Department of Education

Behaviour code for students
NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

education.nsw.gov.au

NSW GOVERNMENT

Appendix 5 : School Community Charter

NSW GOVERNMENT

School Community Charter

Collaborative. Respectful. Communication.

We work in partnership to promote student learning.

We treat each other with respect and fairness.

We communicate in a positive and constructive manner.

Respectful communication is a right

In all workplaces people have the right to feel safe and respected. Unacceptable and offensive behaviour has no place in our school communities.

Unacceptable behaviour:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.

We all play a part

Collaborative. Respectful. Communication.

School Community Charter
education.nsw.gov.au

Appendix 6 : Online Bullying Fact Sheet

NSW GOVERNMENT Education

Anti-bullying

Parents and carers Online bullying fact sheet

What is online bullying?

Online bullying – or cyber-bullying – is engaging in bullying behaviour using technology such as the internet or mobile devices. Online bullying is different from other forms of bullying several ways:

- It is more likely to happen outside school.
- Material can be shared quickly and long after the first incident.
- It can happen anytime, day or night.
- It is more difficult to defend yourself or get away.

What does online bullying look like?

Online bullying may include sending abusive messages, posting hurtful or threatening material on social media, imitating or excluding others online and making inappropriate comments on posts or pictures.

How do I know if my child is being bullied online?

The following behaviours may indicate your child is upset by something happening online:

- being hesitant about going online
- seeming nervous when an instant message, text message or email appears
- being visibly distressed after using a computer or mobile device
- suddenly avoiding the internet
- closing a laptop or hiding a mobile device when others enter the room.

How can I keep my child safe online?

Be aware of the age restrictions for the sites and applications your child wants to use, and remind them not to share their passwords or personal information with others.

Talk with them about how they use the internet and mobile devices and understand the privacy settings. Make sure they know they can tell you or another trusted adult if they are being bullied online.

What can I do if my child is bullied online?

There are lots of things you can help your child to do if they are being bullied online:

- remind your child not to respond or retaliate
- keep a record of any incidents of online bullying for example take screenshots
- block or delete the user who is bullying
- remind your child to change their privacy settings
- contact the service provider – they can help to block messages and calls
- report the bullying.

How to report online bullying?

Keep records or screenshots of calls or messages that are offensive or hurtful.

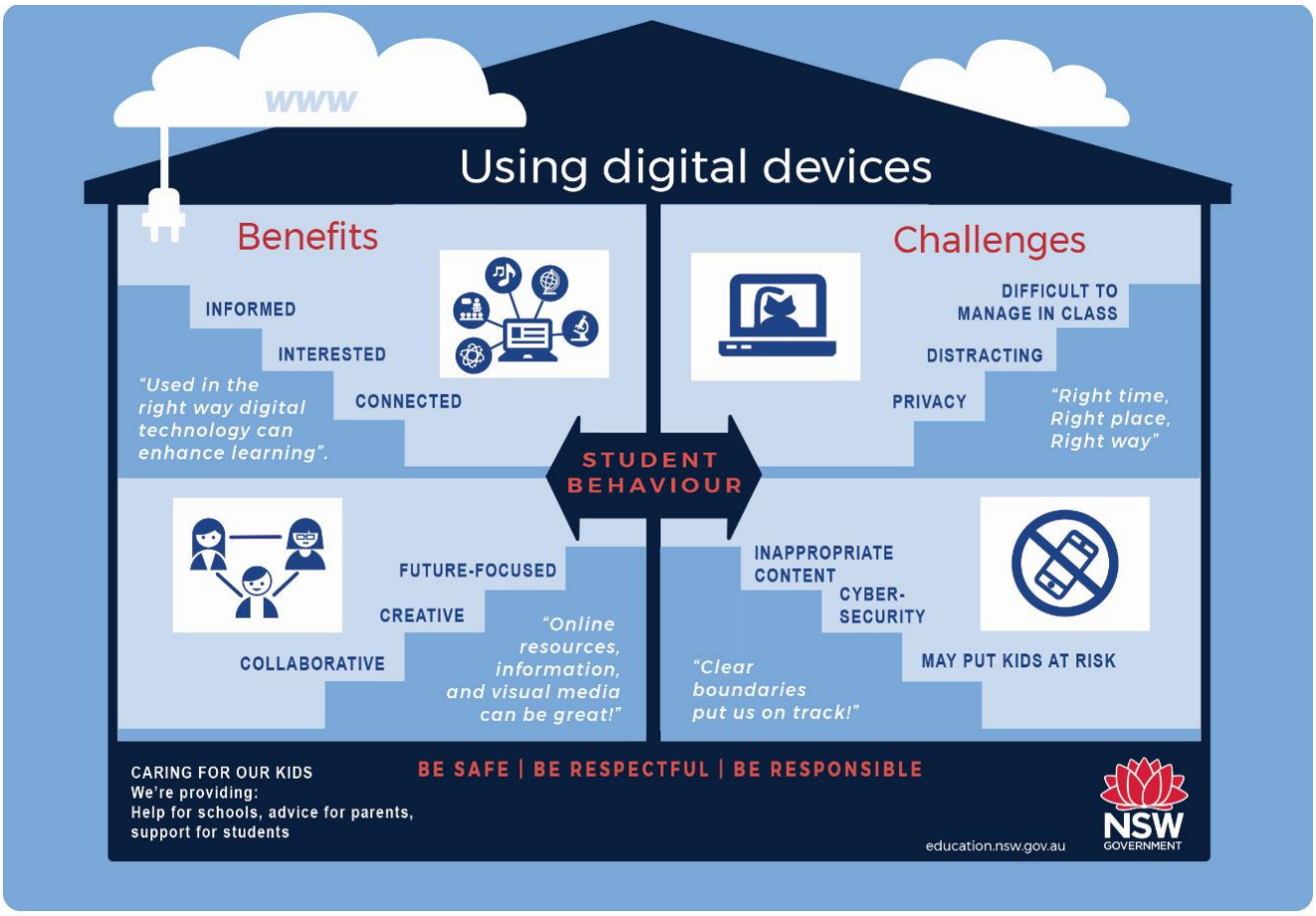
If the bullying is related to school, contact the principal to report what has happened and work together to resolve the issue.

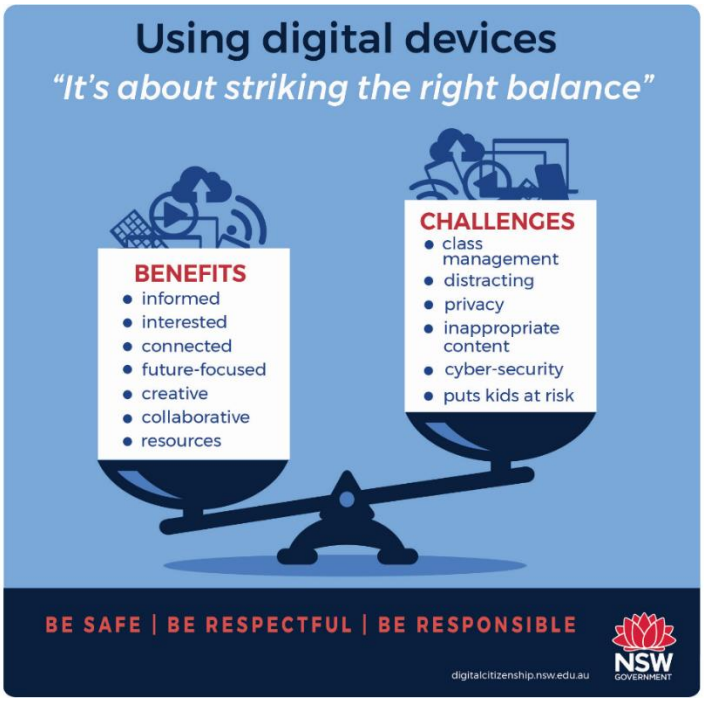
Call the police if your child is physically threatened, and report serious online bullying behaviour to the Office of the eSafety Commissioner.

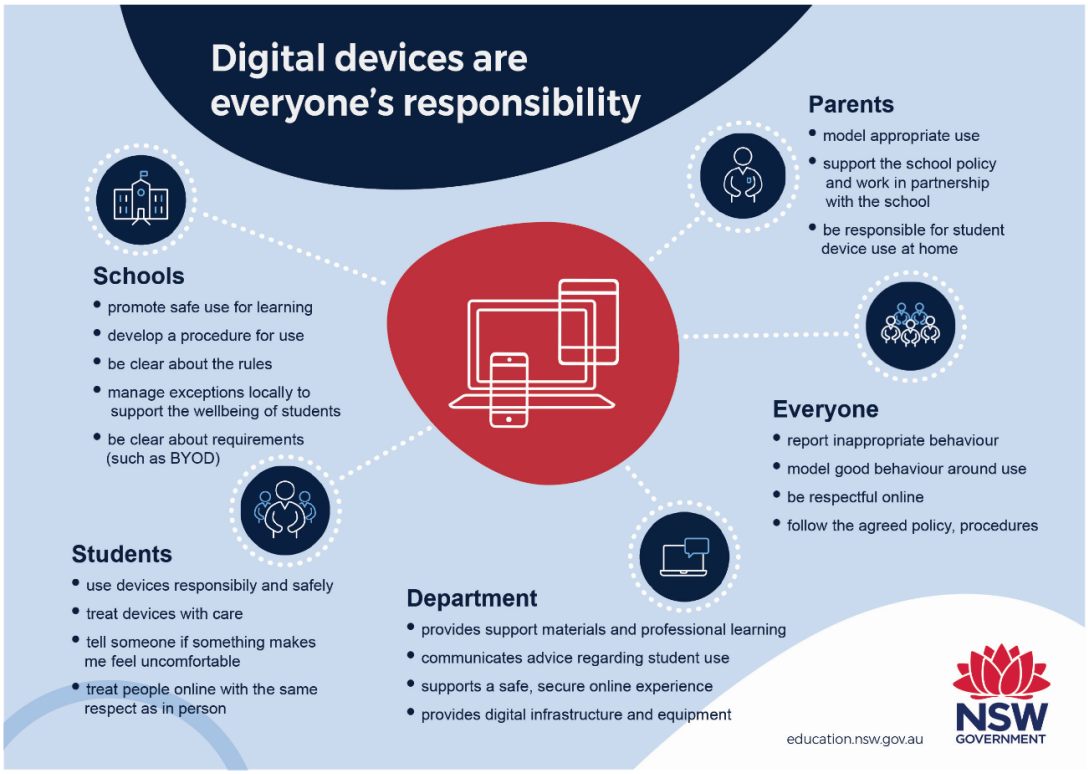
Useful websites:

https://antibullying.nsw.gov.au
www.esafety.gov.au
www.bullyingnoway.com.au
www.kidshelpline.com.au

Appendix 7 : Supporting Resources

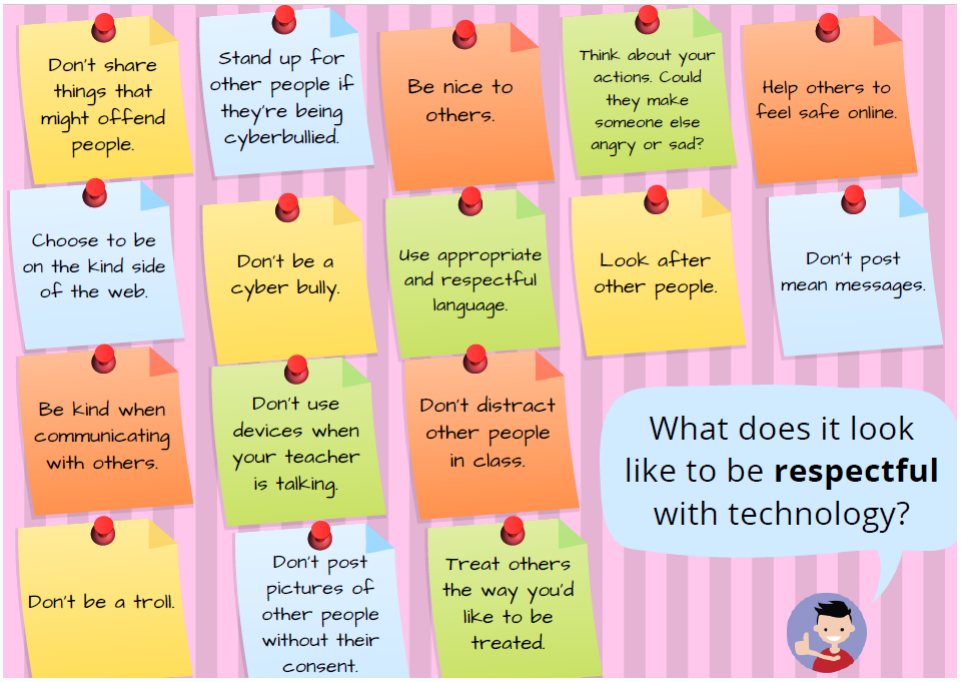





Digital devices are everyone's responsibility
Parents
model appropriate use
support the school policy and work in partnership with the school
be responsible for student device use at home
Schools
promote safe use for learning
develop a procedure for use
be clear about the rules
manage exceptions locally 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 responsibily 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
education.nsw.gov.au
NSW GOVERNMENT

Don't talk to strangers.
Only talk to people you know.
Avoid inappropriate stuff online.
Don't friend request people you don't know.
Change your passwords and keep them safe.
Protect your personal information.
Make sure your friends aren't exposed to rude or inappropriate content.
Don't do dodgy stuff online.
Don't click on online ads.
Don't download things that could contain viruses.
Use the school's filtered Wi-Fi.
Make sure your social accounts have private security.
Tell a teacher if you feel uncomfortable or unsafe online.
What does it look like to be safe with technology?
Tell someone if you're being bullied online.
Don't accept things that make you feel odd or upset.
If you see something weird on the web, tell someone.

What does it look like to be **responsible** with technology?
Use devices wisely and do what you are told to do.
Don't illegally download things.
Follow the school rules.
Report anything that isn't appropriate.
Take accountability for what you do online.
Don't play games when you're not supposed to.
Make good choices with the technology you use.
Don't get distracted by what others are doing.
Only go on sites you've been asked to go on.
Don't access or share inappropriate content.
Follow the rules about when you can use your phone at school.
Do the right thing without being asked.
Don't post something you wouldn't want your Grandma to see.
If you break something, own up to it.
Use devices properly.
If someone is being rude: block, report and tell an adult.


What does it look like to be **respectful** with technology?
Don't share things that might offend people.
Stand up for other people if they're being cyberbullied.
Be nice to others.
Think about your actions. Could they make someone else angry or sad?
Help others to feel safe online.
Choose to be on the kind side of the web.
Don't be a cyber bully.
Use appropriate and respectful language.
Look after other people.
Don't post mean messages.
Be kind when communicating with others.
Don't use devices when your teacher is talking.
Don't distract other people in class.
Don't be a troll.
Don't post pictures of other people without their consent.
Treat others the way you'd like to be treated.

Charlestown East PS

Inspiring excellence together

Use of Digital Devices and Online Services

Student Agreement

Technology is a resource frequently used by teachers to support learning. It is important that students and parents understand the responsibilities of using these devices at school and when accessing an online environment. A digital device is an electronic device that can receive, store, process and share digital information. They include, but are not limited to desktops, laptops, tablets, smartwatches and smartphones. This agreement covers the use of any digital device and online service on school grounds, at school-related activities off-site and where there is a clear and close connection with the school.

Please discuss each point with your child, sign and return to school to ensure that you and your child understand the need to be responsible, safe and respectful online and when using devices at school. This will enable ongoing access to technology when at school. Further details are available in the school's 'Procedure on Digital Devices and Online Services.'

I will be responsible (please tick)

- ☐ I will follow the school rules about digital devices and online services:
- ☐ If I bring a digital device to school, this is at my own risk. It remains in my bag, switched off during the school day;
- ☐ I understand that my activity on the school network is monitored;
- ☐ I only use the school network for learning-related activities;
- ☐ I will take care of school devices: and
- ☐ I will only use programs and play games that the teacher has asked me to use.

I will be safe (please tick)

- ☐ I will only access information, websites and applications that are appropriate for my age;
- ☐ I will not share my personal information online e.g. address, phone number;
- ☐ I will not share my password or log in with anyone;
- ☐ I will let an adult know if I find content that is suspicious, harmful, inappropriate or makes me uncomfortable; and
- ☐ I will log off when I am finished.

I will be respectful (please tick)

- ☐ I will be respectful and follow the directions of school staff;
- ☐ I will only record others under the direction of the teacher for educational purposes;
- ☐ I will not contact school staff on a private or social platform;
- ☐ I will respect the privacy of others and not share anyone else's personal information;
- ☐ I will respect others online and will not threaten, bully or harass another person;
- ☐ I will not share or send files or websites that could cause harm to a person or the network;
- ☐ I will gain permission and acknowledge other people's work that I use; and
- ☐ I understand that if I break the rules, my device may be confiscated and there may be consequences for my actions.

Student Name : _____ Class 2020 : _____

Parent Signature : _____ Date : _____