

PICNIC POINT PUBLIC SCHOOL

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURE



'Strive to Excel'

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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

At Picnic Point Public School, we understand that digital technologies including the internet, apps, computers and tablets provide students with opportunities to support learning and development in a range of ways. Digital technologies enable our students to interact with, and create high quality content, resources and tools. These technologies enable personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication. Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving and interpersonal relationships.

Picnic Point Public School manages the effective and safe use of digital technologies in the following ways:

- Students across K-6 will be taught the skills to effectively utilise digital technologies and participate in e-Safety lessons across the year.
- Students and their families are required to sign a yearly BYOD Acceptable Use for Students Agreement at the start of each year. This outlines the roles and responsibilities of the students using a device.
- During wet weather break-times students will only use digital devices if completing schoolwork in consultation with the class teacher. Digital devices will be always supervised by a teacher.

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 when required by law or at the principal's discretion.

Consequences for inappropriate use

- The student is given a warning from a teacher or other staff member.
- The student is referred to the Assistant Principal or Deputy Principal.
- The student's access to the school network is restricted through the EMU tool on the DoE portal.
- The teacher, Assistant Principal, Deputy Principal 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 of 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 approach the office and ask for permission to use the school's phone. They are not allowed to use email or other messaging services to contact parents. During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and Obligations

For students:

- Students must always keep their device with them during class and ensure it is stored in the classroom during break time and secured in a protective carry case when travelling to and from school.
- Students must not loan their device to any other person.
- Students must not use any electronic device to record audio or video or take pictures of any student or staff member without their permission.
- Students must comply with all copyright standards. Students must not plagiarise, copy, transmit or download any copyright material without appropriate permissions.
- Students must use the device appropriately. Cyberbullying will not be tolerated. Students are not permitted to use technology to harass, threaten, humiliate, intimidate, annoy or threaten any member of the school community and breaches will be subject to normal school disciplinary procedures. Any incidents relating to misuse of a digital device will be dealt with in accordance with the PPPS Discipline Policy.

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 procedures, 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 Community Charter](#).
- Provide digital devices that meet school specifications where a school is participating in a bring your own device 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:
 - 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 can 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.
 - 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.
 - 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 will be informed about this procedure through class lessons.

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 complaint process. If the issue cannot be resolved, please refer to the department's guide for students/parents/carers about making a complaint about our schools.

Review

The principal or delegated staff will review this procedure annually.