



Picnic Point High School

Student Use of Digital Devices and Online Services Procedure

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 be safe, responsible and respectful digital citizens.

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/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

1. **Mobile Phones** - 'No Phone Zone' whereby students may not use mobile phones during school hours unless explicitly permitted by their class teacher and only for educational purposes. From 2023, Yondr pouches will be used at all times to assist students during school hours. All students will lock their phone into their Yondr pouch using the locking stations upon arriving at school. Pouches must remain locked closed and in the student's bag throughout the school day. Students will unlock their pouches as they exit the school grounds every afternoon to access their phone after school hours.
2. **BYOD** – Students using laptops for learning are required to follow their teachers' instructions for use of their device during class time and ensure their devices are in their bags during recess and lunch times. Students who wish to complete work during recess or lunch times should attend the library study area or arrange to use a class room with their teacher.

NOTE:

- *Students are not permitted to use devices in change rooms or toilets under any circumstances.*
- *Headphones and air pods are not permitted at school.*
- *All smart watches should be on aeroplane mode to prevent notifications from disrupting their learning.*

Exemptions

An exemption from parts of this policy or the school procedure should be requested by the student and their parent/carer via their deputy principal with supporting evidence. Approved exemptions will be notified to staff via the Daily Organisation and students will receive an Exemption Card. These exemptions 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.

Consequences for inappropriate use of digital devices and Yondr Pouches include:

- The student is given a warning from a teacher or other staff member.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are returned at the end of class/day.
- Confiscated devices are handed in to the school office and can be collected at the end of the day by the student or parent/carer.
- The incident may be recorded on Millennium as 'Misuse of Technology'.
- The Deputy Principal may suspend your privilege to use your device at any time.
- The student's access to the school email is restricted through the EMU tool on the DoE portal.
- The Deputy Principal/Principal may arrange a meeting with the student's parent or carer.
- Confiscated devices are held in the office until a parent or carer collects the device.
- Formal Caution or Suspension as per the NSW Department of Education (DoE) Student Behaviour Policy and the Behaviour Code for Students.
- Reporting to external agencies including NSW Police, NSW DoE Media/Social Media Unit, Child Wellbeing Unit.

Contact between students and parents/carers during the school day

During school hours (8:45am – 3:06pm) it is requested that parents/carers make contact with their child via the school office on 9772-1700 as their first option, alternatively, email the school via picnicpt-h.school@det.nsw.edu.au and the message will be passed on to your child on your behalf. Following this process will actively show parent/carer support of the school procedure which is supported by our school community through a consultation process in 2020 and review of this procedure with the P&C in Term 3 2022.

Responsibilities and obligations

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

- 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>
- Provide digital devices that meet school specifications if your child is participating in the 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 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.

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- 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 e-Safety 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:

- The school procedure was discussed at a whole-school assembly on February 27 2020. In addition, regular feedback regarding misuse of devices and possible solutions have been communicated to students via whole school assemblies in 2021 and 2022.

Parents and carers:

- Parent and carer preferences were discussed at a P&C meeting on 17 August 2020 and 19 September 2022.
- Parents and carers were advised via email August 2022 and November 2022, The Point school newsletter, school website, and the official school facebook page in November 2022.
- This procedure can be accessed electronically via the school's website or hardcopy from the school's administration office.

Complaints

If a student, parent or carer has a complaint regarding this procedure, they should email the school with their complaint in writing or call the school to arrange a meeting with the principal. 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 or delegated staff will review this procedure annually.

Appendix 1: Key terms

- Bring your own device is an optional program determined by individual school communities. 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 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.
- Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- 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 a 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 and an up to date Anti-Virus program installed. Students must also take care with the school-owned devices so that other people can use them after you without any issues.
- 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.