Gordon East Public School
Digital Device Procedures

Departmental Policy References https://policies.education.nsw.gov.au/policy-library:
- *Student use of digital devices and online services Policy*
- *Student use of digital devices and online services Guide*

The following procedures are a summary of the requirements outlined in the referenced policy documents and are in reference to the use of digital devices at Gordon East PS.

Rationale:
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 manner.

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.

Definitions
In-School Use: In-school use includes all activities and events arranged by the school and P&C on and off school premises

Our School's Approach

Students are provided with both access to individual netbooks for mobile learning within or outside of the classroom as well as access to a fully resourced computer lab. The use of these devices is for the purpose of supporting and enriching learning. Technology is integrated into a range of lessons across all Key Learning Areas. Currently, the school provides all digital devices required for learning.

Cyber safety and digital citizenship is taught to students as part of the curriculum. It is an expectation that safe and appropriate digital behaviours are upheld in line with the school values of being safe, respectful learners at all times. At the beginning of each year, students, supported by their parents, will sign a digital Device User Agreement.

The use of digital devices by students at Gordon East PS (personal or school provided) are restricted during school hours unless:
- approved by a teacher or principal for an educational purpose
- use forms part of a reasonable adjustment for student learning and wellbeing
- an exemption has been granted for other reasons.

Students are permitted to bring a mobile phone to school for safety reasons only with the purpose being to communicate with parents on the way to and from school. Upon entering the school, students are

expected to turn their mobile phones off and store them in their school bags. Mobile phones should not be taken out of school bags and not turned on again until after the school bell rings at the end of the day. Wearables with digital communication capacities (such as smartwatches and Moochies) are to be placed in flight mode or school mode when entering school ground. If the wearable device cannot be placed in flight mode or school mode, it shall not be worn 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 applies. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

- The school`s PBEL consequence system and the appropriate white slip will be given according to the student's actions.
- Students will be reminded of Stop-Think-Act or other self-regulation techniques.
- Access to the school network and portal may be restricted.
- The student's digital device may be confiscated and stored in the school office until the end of the day
- Relevant school and departmental guidelines will be considered when addressing any misuse of digital devices.
- Report any misuse of digital devices to a teacher.

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 and obligations
For students

• Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
• 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.

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).
• Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

• Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

• Be considerate of children from other families in still an recorded images when uploading to social media platforms.

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
- 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.

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.

Ratification

This Policy has been developed in conjunction with:

- Principal: Ruth White
- Gordon East Executive Team & School staff
- Parent representatives : Nils Bown (President), Kiah Wolton-Phillips (Vice President)
- Tabled at P&C Meeting 27/10/2020

APPENDIX

Gordon East Public School
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Student Technology Code of Conduct K-2

When I use computers, laptops or other digital devices at school I will:

- Follow my teacher`s directions and instructions
- Only use the sites and apps the teacher allows or directs me to
- Handle the computers and laptops carefully
- Close the laptop lid or flip the iPad over when I am listening to instructions
- Make sure that I return the laptop or iPad to a safe place when I am not using it

I understand that if I do not abide by this code of conduct, my right of access to technology or the Internet will be restricted or withdrawn.

Student Agreement

I understand the rules for using technology and the Internet at school and agree to abide by them.

Name: _____ Signature: _____

Class: _____ Date: _____

I understand the rules for using digital devices and the Internet at Gordon East Public School and give permission for my child to use the devices and Internet under these outlined conditions. I accept responsibility for my child`s use of digital devices and online services at home.

Parents Name: _____ Signature: _____

Date: _____

Student Technology Code of Conduct 3-6

When using computers, laptops or any other digital device, the Internet and shared drives at school:

- I understand that using technology and the Internet at Gordon East Public School must be for educational research or learning purposes only.
- I will:
  - Ensure that I have permission or supervision before using technology or the Internet.
  - Only visit sites and use apps approved by the teacher.
  - Handle the computers, laptops and digital devices carefully
  - Close the laptop lid or flip the iPads over when I am listening to instructions
  - Make sure that I return laptop or digital device to it`s safe place when I am not using it
  - Use iPads, computers and the Internet in a cyber-safe manner.
  - Abide by copyright rules and acknowledge work copied from the Internet as work not of my own.
  - Report any damage to devices and unsafe behaviour to my teacher.
- I will not:
  - Use the Internet to access offensive or inappropriate information.
  - Use technology to bully, frighten, annoy, intimidate or upset another person.
  - Use any educational suites, apps, chat programs or blogs without teacher permission or school purposes only.

I understand that if I do not abide by this code of conduct, my right of access to technology or the Internet will be restricted or withdrawn.

Student Agreement

I understand the rules for using digital devices and the Internet at school and agree to abide by them.

Name: _____ Signature: _____

Class: _____ Date: _____

I understand the rules for using digital devices and the Internet at Gordon East Public School and give permission for my child to use the devices and Internet under these outlined conditions. I accept responsibility for my child`s use of digital devices and online services at home.

Parents Name: _____ Signature: _____

Date: _____