



Adamstown Public School

OPPORTUNITY INNOVATION SUCCESS



Education
Public Schools

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 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

Our approach to managing the use of digital devices and online services stems from a position of wellbeing and engagement. Our students use digital devices to learn, communicate and meet their emotional, social and academic needs.

Students at Adamstown Public School use digital devices and online services provided by and endorsed by the Department of Education with the explicit permission of a teacher, the principal or delegate. Furthermore, they must use these devices in the way they are instructed by their teacher or delegate; for the explicit academic, social or emotional purpose and not otherwise.

Adamstown Public School implements a Bring Your Own Device (BYOD) program across our Stage 3 classes. This program allows students to bring their own laptop or tablet to school in order to support their learning. Students participating in this program must adhere to the conditions outlined below:

- The device meets the outline specifications and minimum system requirements (appendix 3)
- The student takes full responsibility for their device. Whilst every effort will be made to ensure the safety and security of these devices, the school and its staff take no responsibility for loss, theft or damage to the device either at school or travelling to or from school.
- The student is responsible for the care of their device.
- The student is responsible for charging the device prior to bringing it to school.
- The student will use the school's wireless network to connect to the internet. Use of personal connections are not permitted.
- Students are responsible for any content stored on their device. Material which could be considered inappropriate in a school setting, should be removed from the device prior to bringing to school. This includes certain images, violent or inappropriate games, music with coarse language etc.

- The student agrees that their device will remain in classrooms during the school day and will only be taken from the classroom with the explicit permission of a teacher, the principal or delegate.
- When at school the student agrees to only use his or her device for school activities at the direction of the teacher.
- The school reserves the right to inspect a student device if there is reason to believe a student has breached the school rules in relation to digital devices.
- The device will be clearly identifiable as belonging to the student using permanent marker or similar.
- Devices are not to contain access to any M rated (or above) material or apps.

Adamstown Public School recognises that some students will bring their own digital devices to schools for personal use. Personal use may include to contact family members before or after school, for safety reasons, or medical reasons. At Adamstown Public School, students are not permitted to use their own digital devices for personal use (non-medical) from arriving at school to leaving school without permission from the principal, teacher or delegate. Where students need to bring a digital device to school for non-medical reasons, it must be stored in the office.

Exemptions

At Adamstown Public school, the use of digital devices is permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered 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

If a student is found to be using a device inappropriately, the school will use the Department of Education and Adamstown Public School policies (Behaviour Consistency Guide and Flowchart) to take appropriate action. This could involve the confiscation of devices, contact with parents and carers, the completion of additional cyber safety lessons and alternate work provided which does not involve accessing ICT services and programs.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must approach the administration office, teacher, principal or delegate and ask for permission to use the school's phone. A decision will be made by the teacher, principal or delegate as to whether the student is allowed to use their phone or a school phone. During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

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 devices 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.
- 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.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - o Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
 - o Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - o Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - o 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:
 - o 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.
 - o Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - o 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:

- Classroom teachers will inform their students about the school policy at the beginning of each school year, and provide periodic reminders where necessary.

Parents and carers:

- 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.

Appendix 1: Key terms

Bring your own device is an optional program where 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 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.

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 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 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.
 - o Make sure the devices you bring to school are fully charged each day and are stored appropriately in the classroom when not in use. Devices are not to be accessed during breaks.
 - o Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
 - o Make sure the devices you bring to school have the latest software installed.
 - o 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.
 - o Only use online services in the ways agreed to with your teacher.
 - o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
 - o 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:
 - o inappropriate, offensive or abusive.
 - o upsetting or embarrassing to another person or group.
 - o considered bullying.
 - o private or confidential.
 - o a virus or other harmful software.

Appendix 3: Specifications required for bring your own devices

Hardware Specifications:

The device must meet all of the following requirements:

Type of device	Laptop or 2-in-1 device Note: mobile phones are not approved devices, and iPads/tablets or Chromebooks are not recommended.
Physical dimensions	Minimum screen size: 9.7"
Operating system	Microsoft Windows 10 (MS Windows S is not recommended) Apple MacOS X 10.8 or newer
Wireless compatibility	Device must support 5GHz dual band This may be advertised as 'Dual Band Wireless', '802.11abgn', '802.11agn', '802.11ac', or 'Gigabit Wireless' Devices marketed as '802.11bgn' will not connect to the school's Wi-Fi.
Battery life	Advertised battery life of at least 5 hours

Additional Considerations:

The following are not essential but are suggestions as to what else you should consider:

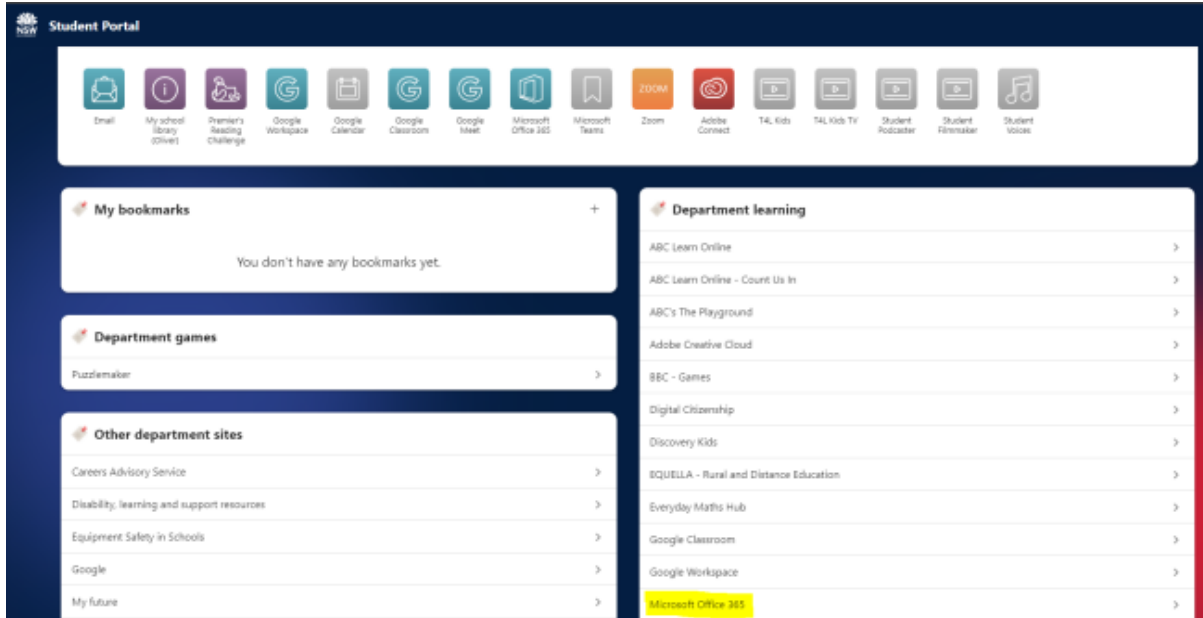
Recommendations	<ul style="list-style-type: none"> - Weight: ensure you select a laptop that is suitable for your child to carry - Minimum RAM: 4GB (8GB is preferred)+- - Disk configurations: Solid State Disk (SSD), minimum 128 GB
Security Software	Windows laptops should run Microsoft Essentials – this is a free download available at: https://nsw-students.onthehub.com/WebStore/Welcome.aspx?JSEnabled=1
Insurance	Accidental loss and breakage insurance
Protective case	Preferably hard-shell case to protect device whilst in school bag

The NSW Department of Education offer students free download of MS Office Suite; Word, Excel, Powerpoint etc. In addition Adobe Creative Cloud products are also available to students. See the following pages for installation instructions and tips.

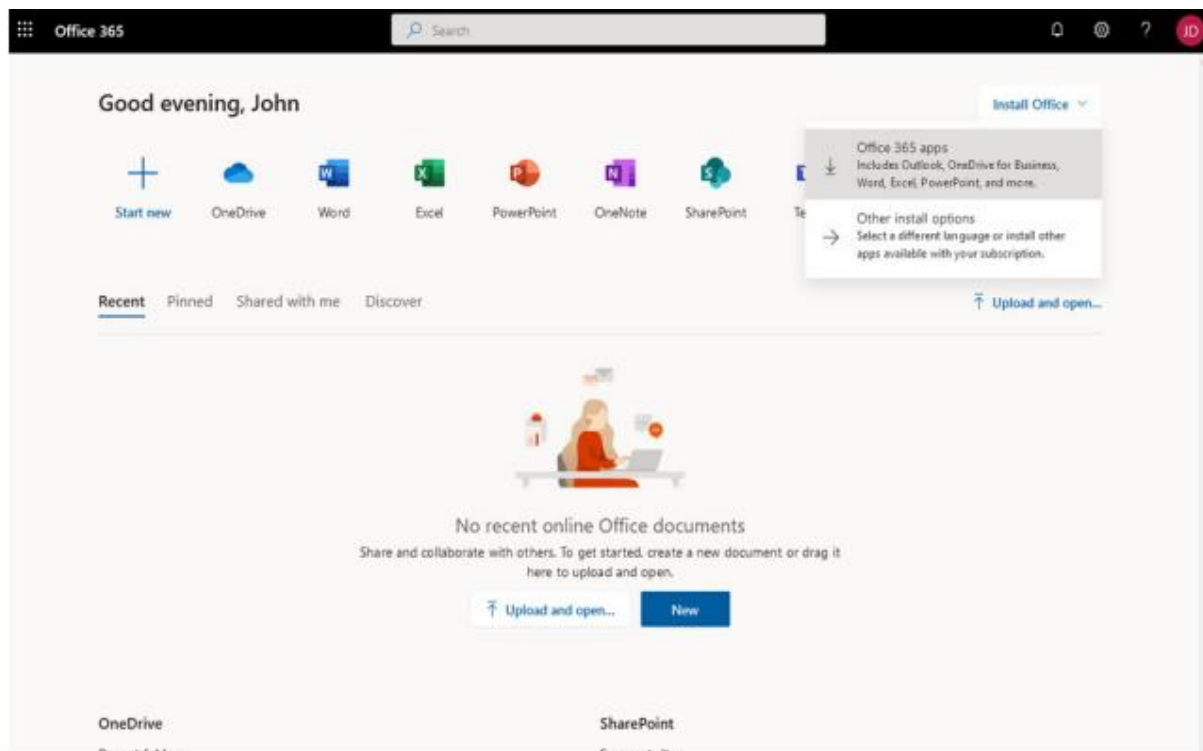
MS Office Install

Microsoft Office 365 is completely free for NSW school students. Follow the steps below to install it on either Mac or PC.

1. Sign into the Student Portal using your @education.nsw.gov.au
2. Navigate to the Department Learning section and select Microsoft Office 365



3. Click Install Office 365 apps



4. An executable file will be downloaded to your computer.
5. Follow the prompts to complete the installation.
6. Once Microsoft Office 365 has finished installing, open up one of the applications and accept the license agreement.

Student Contract Agreement

Students using any technology device at Adamstown Public School must read and sign this agreement in the company of parents/carers. This agreement MUST be returned before using any device including a BYOD at school. By signing this contract students agree to the following:

- ✓ I agree to use the Department's internet for educational purposes only.
- ✓ I agree to only use my own school account details for logging on to a device and the Internet and will never disclose these details to others.
- ✓ I agree to not hack or bypass any hardware and software security implemented by the Department or school.
- ✓ I agree to not use any device to knowingly search for, link to, access or send anything that is offensive, threatening, inappropriate, abusive, defamatory, or considered bullying behaviour.
- ✓ I agree to be cybersafe by not giving out any personal information about myself or others to anyone. I will not record or distribute information including taking photos or recording video without permission.
- ✓ I agree to report any inappropriate behaviour and material to my teacher.
- ✓ I understand that my activity on the Internet is recorded by the Department and these records may be used in investigations, court proceedings or for other legal reasons.
- ✓ I agree that I will care for all devices I use and I will not interfere with or damage equipment.
- ✓ I will maintain my personal device including keeping backups and updating virus protection, software and security.
- ✓ I acknowledge that the school cannot be held responsible for any damage to or theft of my personal device and any insurance required is independent of the school.
- ✓ I agree that I will bring my device to school fully charged and ready every school day.
- ✓ I agree that a gaming device and smartphone is not permitted at school as a BYOD device.
- ✓ I am aware that a breach of this contract may result in disciplinary action in line with Adamstown Public School Behaviour Consistency Flowchart and Guide including confiscation of my personal device.

By signing this document you are agreeing to the conditions above.

_____ in the presence of _____
Student Name Parent/Carer Name

_____ in the presence of _____
Student Signature Parent/Carer Signature