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## Student Use of Digital Devices and Online Services Implementation Statement



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**Quakers Hill Public School**

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## Student Use of Digital Devices and Online Services Implementation Statement

### **RATIONALE**

This implementation statement has been developed to support the Department of Education's *Student Use of Digital Devices and Online Services Policy*. As a future focused school, Quakers Hill Public 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.

These guidelines provide 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 implementation statement 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.

### **SCHOOL GUIDELINES**

Quakers Hill Public School restricts the use of digital devices by students during class, at lunch and at recess unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

The Quakers Hill Public School *Bring Your Own Device (BYOD) Policy* identifies the devices permitted for use as part of this program, as well as the guidelines for responsible use. Students and their parents must read, sign and return a BYOD agreement before bringing a device to school. As part of the *BYOD Policy*, mobile phones are not permitted as an acceptable device for use within the classroom. Whilst students are asked not to bring mobile phones to school, we understand that it may be necessary for them to use a phone or communication device before or after school. Any mobile phone brought to school must remain switched off in the students' bag and it is not to be used on the school grounds or during school hours.

Quakers Hill Public School is under no obligation to provide storage facilities for student devices and the school takes no responsibility for lost, stolen or damaged devices while in transit to, or on school grounds. Students are not allowed to use digital devices in the following spaces under any circumstances: playground during recess and lunch or before and after school, toilets, while on excursions or other school events or when representing the school in sport or other extracurricular activities.

### **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.



### **INAPPROPRIATE USE**

Inappropriate use of digital devices and online services is addressed according to Quakers Hill Public School's existing behaviour management policies and wellbeing and disciplinary procedures, departmental policy and any other statutory and regulatory obligations. This includes incidents outside of school where there is a clear and close connection to the school. Consequences for the inappropriate use of digital devices or online services may include: PBL slips, detentions, suspensions and/or loss of internet, email and device privileges.

Inappropriate digital device use includes, but is not limited to:

- using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- bullying, intimidating or otherwise harassing others through calls, email or messaging or through photographic, video or other data transfer system available on the device
- recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation
- downloading or otherwise accessing inappropriate or offensive material on the internet
- filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school
- using it in a way that threatens or is likely to threaten the safety or wellbeing of any person
- use that is in breach of any law

### **COMMUNICATION**

Should a student need to make a call during the school day, they must approach the school administration office and explain the reason. Within reason, the office staff will facilitate this contact. During school hours, parents and carers are expected to only contact their children via the school office.

### **RESPONSIBILITIES**

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 expectations 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](#).
- 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:
  - 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.
- 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.