



# Woronora River Public School

## STUDENT USE OF DIGITAL DEVICES AND ONLINE POLICY

### 1. Purpose

At Woronora River Public School, we acknowledge the educational values 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.

### 2. 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.

### 3. Our school's approach

At Woronora River Public School students have access to a 1:1 device, which teacher utilise on a daily basis. Student in Stage 2 & 3 have access to Chromebook Laptops. Early Stage 1 & Stage 1 have access to iPads. If a student needs to bring their phone/ smart watch device to school, they are asked to hand it into the office or leave it in their school bag on silent mode. If the student decides to hand in their device, the school will take responsibility and liability for these devices. Students can collect their device from the office at the end of each day.

### 4. Exemptions

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, carers, school counsellors, other student support staff, and students themselves. This may cover times 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 as well as reasonable adjustments. The exemption may be ongoing or for a certain time period.

### 5. Damage or loss of equipment

#### 5.1 Students who chose to bring their own device to Woronora River Public School, do so at their own risk.

5.1.1 Woronora River Public School will not be responsible for any loss, theft of damage to the device or data stored within, when left in school bags

5.1.2 Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device

5.1.3 In circumstances where a device is damaged by abuse or malicious act from another student/s, reimbursement may be required from responsible student/s.

### 6. Standard for equipment care

Students are responsible for:

(a) Taking care of their device in accordance with the school's ICT Procedure Guidelines.

(b) Adhering to the Department of Education and Communities' policy "*Student use of digital devices and online services*" (<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>)

(c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

## **7. Misuse of equipment**

Consequences for breach of this procedure will ultimately be determined by the Principal and may include banning an individual student from bringing their device to school.

## **8. Acceptable use of equipment**

**8.1** Students agree to only view, listen to, or access, school appropriate content on their devices while at school.  
**Students must use their device as directed by their teacher.**

**8.2** **While at school, all material on the device is subject to review by school staff.**

**8.3** Students are to connect their device to the schools designated wireless network only.

**8.4** No food or drink is to be consumed around devices.

**8.5** Students are not to create, participate in, or circulate content that attempts to bypass the hardware and software security mechanisms that are in place.

**8.6** Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities' (DEC) policy *Online Communication Services: Acceptable Usage for School Students*

### **8.7 Privacy and Confidentiality**

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### **8.8 Misuse and Breaches of Acceptable Usage**

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services and for any breaches caused by themselves or others using their device
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

### **8.9 Consequences for inappropriate use**

The student is referred to an executive teacher who will follow the school's disciplinary action as necessary. The course of action will be as follows, however, each incident and disciplinary action will be up to the discretion of the Principal depending on the severity of the misuse of device and online services

#### **Course of Action**

1. Verbal warning
2. Lose the device for a day and parent and carers will be contacted
3. Lose the device for a week and parent and carers will be contacted
4. If misuse of device and online services continue, the device will be handed into the office and collected at the end of each day
5. if misuse of a school device continues, access to use the device will be revoked

## **9. Monitoring, evaluation and reporting requirements**

### **9.1 Students will report:**

**9.1.1** any internet site accessed that is considered inappropriate

**9.1.2** any suspected technical security breach involving users from other schools or from outside the NSW Department of Education and Communities.

## **10. Government Requirements**

Students will adhere and follow the guidelines set out by the Department of Education and Communities' policy found at <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

## **11. Responsibility and obligations**

### **11.1 For students**

- To read the Be Safe, Be Respectful, Be Engaged Checklist (Appendix 2)
- Respect and follow school rules and procedures and the decisions made by staff
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in this policy
- Phones and smart watch devices are advised to be handed into the office on arrival to school and collected at the end of the day. If students wish to keep their device, it is asked that they are left in their bag with them on silent mode
- Students are encouraged to check their devices for messages and missed calls after the last school bell at 3:15pm. If students need to make a call or message their parent/carers, we ask that students do this in a safe, stationary position and not look at their device while walking as this is a safety issue
- On camp and excursions students can bring devices at the discretion of the principal. No calls or messages will be sent without staff permission.

### **11.2 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
- 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
- During school hours, parents and carers are expected to only contact their children via the school office.

### **11.3 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
- Model appropriate use of digital devices and online services in line with departmental policy
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their child'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.

### **11.4 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.

## **12. Communicating this procedure to the school community**

### **Students:**

- Classroom teachers will inform their students about this new procedure.

### **Parents and carers:**

- Parents and carers will be advised via the school newsletter if any changes occur with this policy.

## **13. Complaints**

If a student, parent, or carer has a complaint under this procedure, they should first follow our school's complaints process of contacting the Principal via email or phone. 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>).

## **14. Review**

The Principal or delegated staff will review this procedure annually.

## Appendix 1: Key terms

**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, smartwatches, smartphones, and other devices.

**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: Be Safe, Be Respectful, Be an Engaged Learner Checklist

### 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.
- Do not walk around while looking at a device.

### 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.

### Be an ENGAGED LEARNER

- 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 use is stored appropriately when not in use.
  - 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.
  - 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.
  - 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.

### Appendix 3:

#### NSW Department of Education WORONORA RIVER PUBLIC SCHOOL DIGITAL DEVICE STUDENT AGREEMENT

Students must read and sign the Student Agreement in the company of a parent or caregiver

I agree that I will abide by the school's DIGITAL DEVICE policy and that:

- I will use the department's Wi-Fi network for learning.
- I will use my assigned device during school activities at the direction of the teacher.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my device to knowingly search for, link to, access or send anything that is:
  - offensive
  - pornographic
  - threatening
  - abusive or
  - defamatory
  - considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I have read the STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES POLICY and agree to comply with the requirements.
- I have reviewed the WRPS DEVICE POLICY and will follow the Be Safe, Be Respectful and Be an Engaged Learner Checklist.

Student name: \_\_\_\_\_ Class: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

In the presence of (Parent/Caregiver name ) \_\_\_\_\_  
(Please print)

Parent/Caregiver signature: \_\_\_\_\_ Date: \_\_\_\_\_