



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

Greystanes Public School supports student use of digital devices during class time, for educational purposes, at the direction or instruction of the teacher. Any use in other contexts or settings must meet with the approval of the teachers and/or the principal.

The school provides a range of digital devices for student use at school and Stage 3 students also have the opportunity to participate in the Bring Your Own Device (BYOD) program.

From 2019, the NSW Government announced a ban on mobile phones in primary schools during school hours however, we recognise that some students will bring mobile phones to school for safety purposes during their travel to and from school. The school provides the opportunity for parents to complete paperwork giving permission for their child to store their phone in the school office during school hours.

Smart watches are not permitted in the classrooms at Greystanes Public School. Parents/caregivers are to contact the school if their child requires a smartwatch for safety purposes during their travel to and from school. The school provides the opportunity for parents to complete paperwork giving permission for their child to store their smartwatch in the school office during school hours.

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

Digital devices may be confiscated if used inappropriately by students. Personal devices that are confiscated will be securely stored. The device will be returned to the student at the conclusion of the school day, or as soon as practicable if this is not possible. The duration of confiscation will depend on the severity of the incident. Consequences are also applicable while on the way to or from school and include mobile phones and smart watches.

Inappropriate use will include being used:

- Contrary to any applicable school rules
- To disrupt the school's learning environment
- As a risk to the safety or wellbeing of students, staff or other people
- Contrary to any reasonable direction given by school staff about the use of the item
- Illegally or otherwise of a nature that causes significant concern for staff
- For bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer systems
- For taking photos of anyone without their permission
- For recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation
- For uploading or transmitting photos, videos or audio of anyone without their permission
- For downloading or otherwise accessing inappropriate material on the internet
- For 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
- In a way that threatens or is likely to threaten the safety or wellbeing of any person
- In a way that disrupts an individual's learning or is likely to disrupt the learning environment for others or interfere with the operation of the school
- In breach of any law

Contact between students and parents and carers during the school day

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; as outlined in Appendix 2.
- 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](#).
- Students in Stage 3 classes have the opportunity to apply for a BYOD (Bring Your Own Device) licence. See Appendix 4 for details. Students will read and sign the BYOD student agreement (Appendix 5).

- 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.
- Parents who wish their children to participate in the Stage 3 BYOD (Bring Your Own Device) program will read and sign the BYOD student and parent agreements (Appendix 5).
- Provide digital devices that meet school specifications where the student is participating in a bring your own device program (Appendix 3).

- Understand that personal devices are brought to school at their own risk. The school cannot be held responsible for any damage to, or theft of the device. No secure storage is possible other than the device sitting in the classroom.
- **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.

Communicating this procedure to the school community

Students will be informed about this procedure through class discussions and workshops.

Parents and carers will be advised via the Sentral Parent Portal. This procedure can be accessed electronically via the school's website.

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, smartwatches, smartphones 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.
 - 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 installed.
 - 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.

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.

Appendix 3: Specifications required for Bring Your Own Devices

Wireless connectivity: Student devices are only permitted to connect to the department's Wi-Fi network while at school. There is no cost for this service. All devices must not have the ability to bypass the department's network. **Devices with the ability to use VPNs, hotspots or SIMs should be disabled or not be brought to school.**

Operating system: Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

Software and apps: Students will require basic desktop publishing software/apps (Word, Excel, Powerpoint) as well as access to Google Chrome and the G Suite for Education. Any further software/apps required and/or recommended will be confirmed by class teachers. The OurPact app or similar parental control software or apps are highly recommended to ensure students cannot access inappropriate or non-educational software or apps during the school day.

Battery life: A minimum of 5hrs battery life to last the school day.

Memory and RAM: A minimum specification of 16 GB storage and 2 GB RAM to process and store data effectively.

Hardware features: Camera and microphone.

Ergonomics: Reasonable sized screen and a sturdy keyboard to enable continuous use throughout the day.

Other considerations:

Casing: Tough and sturdy to avoid breakage.

Weight: Lightweight for ease of carrying.

Durability: Durable and strong.

Accessories:

- Headphones or earphones/earbuds
- Carry case: Supply a carry case or skin to protect the device.
- Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage.
- Back-up storage: Consider a portable hard drive as an appropriate source of back-up storage for essential documents or students may use their Google Drive.

Appendix 4: BYOD Licences



BYOD LICENCES AT GREYSTANES PUBLIC SCHOOL

Introduction

As a device user you start with zero demerit points. If you break a rule that has a demerit point penalty, they are then added to your device record. If you reach or exceed the maximum demerit points allowable for your licence your licence will be suspended for a period of time or reverted to the previous licence level.

What are demerit points?

The demerit points system is a Greystanes Public School program that encourages safe and responsible use of devices. Demerit points are penalty points that you receive if you break certain rules. All users start with zero demerit points. If you use your device safely, responsibly and respectfully and do not break any rules, you continue to have zero demerit points. If you break a rule while using your device, you may have demerit points added to your record. If you reach your demerit point limit, your licence can be suspended or reverted to the previous licence level.

Demerit point allocation

Incident	Demerit Points
If on L licence: Bringing or using a device other than the school's	2
If on P1 licence: not returning device to designated area	1
If on P1 or P2 licence: use of device when split to other classes	2
If on P1 or P2 licence: use of device during break times	2
Use of any device during break times and/or not in classrooms	All points
Use of device contrary to instructions of teacher	1
Allowing other students to use personal device	2
Use of other students' personal device	2
Use of device to contact others	2
Disrupting the learning of others through use of device	1
Use of device for bullying, intimidating, harassing others	All points
Taking photos, videos and/or audio recordings of others without permission	All points
Transmitting photos, videos and/or audio recordings of others without permission	All points
Searching for, accessing and/or downloading inappropriate material	3

Demerit point limits

Your demerit limit (or demerit threshold) is the number of demerits points you can accumulate before we suspend or refuse to renew your licence. If this happens, parents/carers will be notified that the student will move back to the previous licence level. Students on their L licence will not be able to use any devices for 1 week.

Your demerit point limit depends on the type of licence you have:

- full licence – 13 points
- provisional P2 licence – 7 points
- provisional P1 licence – 4 points
- learner licence – 4 points

How long do demerit points last?

Demerit points stay active on your licence for the duration of your licence.

L (learner) licence - Year 4

To receive your learner licence, you must:

- complete the Stage 2 Digital Device Student Workshop
- pass the Device Knowledge Test (DKT)
- have no previous incidents involving the inappropriate use of a device. If this is the case, you may be placed on your L licence for a longer period, depending on the severity of the incident
- abide by the school's *Student Use of Digital Devices and Online Services Procedure*

On your L licence you may:

- only use devices provided by the school and as instructed by the teacher

P1 provisional licence

To apply for your P1 licence, you must:

- be a student in Year 5
- have held a learner licence for at least 12 months, unless you attended part or all of Year 4 at another school or are in a 4/5 composite class.
- complete the Stage 3 Digital Device Workshop.
- pass the Device Knowledge Test 2 (DKT2)
- pass the Department Login Test (DLT)
- abide by the school's *Student Use of Digital Devices and Online Services Procedure*

On your P1 licence you may:

- Have your device in the classroom (placed in a designated area) to be used as instructed by the teacher.

P2 provisional licence

To apply for your P2 licence, you must:

- have held your P1 licence for at least 3 months
- have a clear record with no demerit points
- demonstrate competency in Technological Troubleshooting (TT)
- abide by the school's *Student Use of Digital Devices and Online Services Procedure*

On your P2 licence you may:

- Have your device on your desk to be used as instructed by the teacher.

Full licence

To apply for your full licence, you must:

- have held your P2 licence for at least 6 months
- have obtained no more than 3 demerit points
- pass the Device Scenario Test (DST)
- abide by the school's *Student Use of Digital Devices and Online Services Procedure*

On your full licence you may:

- Have your device on your desk to be used as instructed by the teacher.
- Use your device when split to other classes; and used as instructed by the teacher.
- Use your device during break times if approved by the teacher.

Appendix 5: BYOD Agreements

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

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

- I agree that I will abide by the school's BYOD policy
- I will use the department's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will **not** use my device to communicate with any person or respond to any communication from any person except under the direction of the teacher.
- I will **not** attach any school-owned equipment to my mobile device without the permission of the school.
- 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 own device to knowingly search for, link to, access or send anything that is:
 - offensive
 - 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 understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the Student Use of Digital Devices and Online Services Procedure and appendices.

_____ (Student name), of Class _____ in the presence of:

_____ (Parent/caregiver name)

Student signature

Parent/caregiver signature

Date: ___/___/___

Date: ___/___/___

BRING YOUR OWN DEVICE (BYOD) PARENT AGREEMENT

- I have read and understood the Student Agreement and discussed it with my child.
- I have read and understood the Student Use of Digital Devices and Online Services Procedure and appendices.
- I will **not** contact my child at any time when they are at school via their mobile device. I understand that I should contact the school office if I have any messages for my child.
- I understand that the device will be confiscated from my child immediately, for any breach outlined in the Student Use of Digital Devices and Online Services Procedure and appendices, including if they receive and/or respond to messages from their parents.
- I understand that consequences will range from confiscation for 3 days to notification of police, depending on the severity of the breach, according to the demerits outlined in the BYOD Licence information.

Parent/caregiver name:

Parent/caregiver signature: _____

Date: ___/___/___

