Centaur Primary School
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

Centaur Primary Schools approach to managing the use of digital devices and online services procedure aligns with the mandatory NSW public primary school restrictions (see 1.3) which includes:

- Students are not permitted to use digital devices during class time, recess, and lunch unless for educational purposes.
- If mobile devices are brought to school, they are handed in to the teacher or office staff on arrival to school where they are kept in a safe place and returned to student at the end of the day.
- No digital devices are to be used by students during recess and lunch.
- Refer to **Appendix 4 – BYOD – Bring your own Device – Student and parent agreement**.
- Student use of digital devices during class learning and lunchtime eLearning are monitored by teaching and support staff. Refer to , DoE Cyber Safe Students and Student Use of Digital Device and Online services.

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 apply. The exemption may be ongoing or for a certain time.

Exemptions include:

Learning related exceptions:

- For students for whom a reasonable adjustment to a learning program is required because of a disability or learning difficulty. Students' usage is strictly governed to age-appropriate music and limited online gaming.

- As part of a subject's specific teaching and learning as per the program for that subject

Health and wellbeing-related exceptions:

- Students with a medical condition such as Diabetes or other medical conditions requiring the use of digital device throughout the day.

Consequences for inappropriate use

• The student is given a warning from a teacher or other staff member.

Or/and

• The student is referred to the Assistant Principal or Deputy Principal.

Or/and

• The student's access to the school network is restricted through the EMU tool on the DoE portal.

Or/and

• The teacher or assistant principal arranges a meeting with the student's parent or carer.

Or/and

• The student is banned from bringing their BYOD to school for either 1 week (first ban), 2 weeks (second ban) or for the rest of the year (third ban)

Or/and

• Students will engage in restorative practice strategies for inappropriate use of digital devices. Reflective practice is embedded in Centaur Primary Schools student behaviour management and support plan.

or/and

• Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Please refer to Appendix 4: BYOD – Bring your own device – Student and Parent Agreement 2023

If there is any breach to this procedure, the school's existing behaviour management plan and wellbeing and discipline procedures for students will be followed. This may include, but not limited to, suspension of Internet access for serious or continuous breaches. Consult Legal Issues Bulletins *8, 35 and 56 regarding liabilities that arise when student property is confiscated.* For staff, the Code of Conduct and DoE disciplinary procedures will be followed, as required

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.

• Understand that online incidents occurring outside of school hours are the responsibility of the parent/carer. Refer to eSafety Commissioner parent resources for online safety advise.

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.

• 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; and 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:

• Student preferences will be explored via a Student Representative Council meeting.

• The school procedure will be discussed at a whole-school assembly.

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

Parents and carers:

• Parent and carer preferences will be explored via a parent information evening or P&C meeting.

• Parents and carers will be advised via DOJO and 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 complaints process. 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).

Review

The principal or delegated staff will review this procedure annually or to align with Department of Education NSW policy.

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, in appropriate 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 and 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; and 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

Form Factor	iPad Not Samsung or Surface Pro
Physical Dimensions	Minimum Screen Size: 9.7" – 24cm Maximum Screen Size: 13.3" – 34cm
Operating System	• Apple MacOS X 10.12.6 Sierra or newer • Apple iOS 15 or newer • Chrome OS V86 or newer
Battery Life	Advertised battery life of at least six hours
Weight	Maximum weight: 2.5kg
Protection	Carry bag / Protective Case / Screen protector
Sound	Headphones

Additional Considerations:

The following are not requirements of the Bring Your Own Device program, but are considerations which you should direct your attention to:

Recommendations	• Latest or most up to date version of iPad if possible • Light weight, under 1.5 kg
Considerations	• Accidental loss and breakage insurance
Accessories	• Stylus • Keyboard

Software Specification

All Department of Education students are supplied with Microsoft 365, Google Apps and Adobe Creative Cloud accounts via their DET student portal

Refer to Centaur Primary Schools BYOD – Bring your own device – Student and parent agreement 2023 below.

BRING YOUR OWN DEVICE (BYOD)

STUDENT AGREEMENT

Students must **read**, **tick, sign** and **return** the BYOD Student Agreement in the company of a parent or carer unless otherwise directed by the principal.

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

- ☐ I will only use the department's Wi-Fi network for the purpose of supporting my learning.
- ☐ I will only use my device during school activities at the direction of the teacher.
- ☐ I will not use the device in the playground unless under the direct supervision of my classroom teacher. (This includes during break times or before and after school).
- ☐ I will not use the messaging or emailing functions of the device to contact my parents/carers or other persons and groups outside the school unless with the full knowledge and consent of the school.
- ☐ I will always stay safe by not communicating with strangers or giving out any of my personal information to websites.
- ☐ I will not photograph or video any student or teacher without the express permission of the teacher/students involved.
- ☐ I will consult and negotiate with my parents/carers the acceptable use of the device at home.
- ☐ I will prioritise my device storage for educational use and when/if required games/apps not required for my learning will need to be removed.
- ☐ 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 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:

  – of a non-educational purpose

– offensive or deemed inappropriate

☐ I will report inappropriate behaviour and viewing/interaction with inappropriate material to my teacher in accordance with the rules of being safe and being an active learner.

☐ I understand that my activity on the internet when connected to the school network is recorded by the department and that these records may be used in investigations, court proceedings and 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 and that I have discussed with my parents/carers the option of using additional warranty/household policy cover to extend these limitations.

☐ I have reviewed the BYOD Device Specification Requirements document with my parents/carers and have ensured my device meets the minimum outlined specifications. Link can be found at-

https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod

☐ I have read and will abide by the NSW Department of Education Online Communication Services: Acceptable Usage for School Students.

https://education.nsw.gov.au/policy-library/policies/online-communication-servicesacceptable-usage-for-school-students

☐ I understand that if I breach the Student User Agreement:

– On the first offense I will receive a phone call advising my parents/carers of a breach. Following this I am to not bring the device to school for 5 school days.

– On the second offense I will receive a phone call advising my parents/carers of a breach. Following this I am to not bring the device to school for 10 school days.

– On the third offense my parents/carers will be contacted to arrange a meeting with an Executive Team member to negotiate adequate consequences, of which it may be deemed that I am no longer able to bring my device to school for the remainder of the year.

I _____ (student name printed) of class

_____, in the presence of my

parent/carer_____ (parent/carer

name printed), agree to abide by the terms of the agreement and all of its

expectation and consequences.

_____   _____

Student signature   Parent/Carer signature

Date: ___ / ___ /