



# Students' 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

If students choose to bring mobile phones/digital devices to school, they do so at their own risk. As detailed in the school's ***Students' use of Mobile Phones in Schools Management Plan***, Ardlethan CS has implemented 'off and away' procedures for mobile phones, including at recess and lunch. Students must ensure that these items are always kept secure. The school will not be responsible for the loss or damage of these items.

Students may actively use the digital device for educational purposes when deemed appropriate by their teacher.

The school may allow the use of digital devices and online services as required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

## **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**

Breaches of our procedure are dealt with on a case-by-case basis. Where necessary parents and carers will be contacted.

## **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 and ask for permission to use the school's phone, or
- approach a member of the school executive 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**

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 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 can 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**

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.

### **Review**

Executive staff will review this procedure annually.