



Millthorpe Public School Park St, Millthorpe NSW 2798
T: (02) 6366 3104 E: millthorpe-p.school@det.nsw.edu.au
millthorpe-p.schools.nsw.gov.au [f](#) millthorpeps
Principal: Mrs Penny Granger

Current as at: 25.2.20

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES POLICY

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

A digital device includes phones, smart phones, iPods, smart watches or any device used to send/receive messages or record still or video images. This policy still applies to devices that can be switched to silent/off-line mode.

Primary school students must not use digital devices during class, at recess and at lunch unless approved by the principal or teacher. Students must not use digital devices on excursions and at other school events such as camps, carnivals or special celebrations; on other educational sites such as during high school transition; during exams or other such spaces as determined by the principal or teacher.

If a student brings a digital device to schools, whether for personal or educational use, the school will arrange to have the device securely stored and at the end of the school day, students are able to collect their personal device prior to leaving school grounds. Whilst in school care, we assume responsibility for any loss, theft or damage to a device. However, if a device is not handed in or is used before or after school hours, the school will accept no responsibility.

There are several reasons for this rule including restricting interruptions to learning environments, privacy restrictions, student safety and security of devices. This school rule is consistent with NSW Department of Education policy. As always, parents/students are able to make contact via the school office should urgent communication be required.

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 exemption applies. The exemption may be ongoing or for a certain time period.

An example of an exceptional circumstance with grounds for exemption would be a diabetic student who requires the device to monitor blood glucose levels. Cases of exceptional circumstances need to be discussed and agreed upon with the school Learning Support Team prior to a student bringing the device.

OUR BEST ALWAYS



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CONSEQUENCES FOR INAPPROPRIATE USE

- The device is confiscated by the teacher
- The student is referred to the Assistant Principal
- The Assistant Principal notifies the Principal
- The Assistant Principal arranges a meeting with the student's parent or carer
- Confiscated devices are stored securely in the school office and can be collected at the end the day

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 for an important matter, they may approach a teacher and ask for permission to use the school's phone. For non-urgent matters, such as after school arrangements, all messages can be delivered to parents and carers by office staff. 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.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

For the principal and teachers

- 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.

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- Participate in professional learning 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:

- Classroom teachers will inform their students periodically about the school policy.

Parents and carers:

- Parents and carers will be advised via the school newsletter, with period reminders.
- This procedure can be accessed electronically via the school's website and in hardcopy at the school's front 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 school.

REVIEW

The principal or delegated staff will review this procedure annually.

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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.

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.

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.

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.

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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.

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.
- Use online services in responsible and age-appropriate ways.
- 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:
 - o inappropriate, offensive or abusive;
 - o upsetting or embarrassing to another person or group;
 - o considered bullying; and/or
 - o private or confidential.

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