



## USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURES

### Purpose

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.

The purpose of this procedure is to ensure that:

- Communication devices do not disrupt the teaching and learning environment for any student or teacher.
- Potential risks to student safety and well-being posed by inappropriate use of mobile devices can be identified and addressed; and
- Students, staff and parents/community members have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile devices.

### Rationale

The staff of Carlingford West Public School recognise that in today's modern world, many students and their families own and regularly use mobile devices or other communication devices. We also recognise that some parents/carers may desire or need their child/ren to have a mobile device before or after school for various reasons. Our school's core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. The school has clarified the appropriate process to be taken by students, staff and parents/community members when having a device at school.

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.

### Responsibility

- Where parents feel it is necessary for their child to have a mobile device in their possession at school, it is the responsibility of the student to abide by the 'appropriate use guidelines' as outlined in this document.
- The decision to provide a device to their child/ren should be made by parents or carers who should be aware that their child is bringing a device to school.
- Permission for students to have a device at school is contingent on parents and students signing the "Appropriate Use of Communication Devices at School" agreement which is attached as an appendix to this document.
- It is the responsibility of all staff, students and parents to comply with the appropriate use of communication devices guidelines as outlined in this document and Department of Education (DoE) policy.
- The school does not accept responsibility for lost, stolen or damaged devices. This relates to devices at school or whilst travelling to or from school.

## Guidelines for ‘Appropriate Use of Communication Devices at CWPS’

- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students are advised that if they bring a mobile device onto the school grounds during the school day, they and their parents need to complete the Use of Digital Devices at School agreement. Mobile devices should be switched off as soon as students enter the school grounds.
- Mobile device usage is restricted during class, at lunch and recess (unless for online service for medical reasons)
- All communication devices brought to school should be clearly marked with their name.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers may 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

In line with the Wellbeing Policy, for students who fail to follow these guidelines, the following sanctions may be applied:

- Temporary confiscation of the device (handed back to student at the end of the day or parent contacted to retrieve the device when available).
- Communication with parents/guardians regarding mobile device use at school.
- A student’s permission to bring devices to school being revoked.

## Unacceptable Use of Mobile Devices

Using mobile devices in an inappropriate manner is unacceptable and will not be tolerated. Inappropriate uses of mobile devices include but are not limited to:

- Using a mobile device at a time that will disrupt the learning environment or interfere with the operation of the school;
- Making calls or sending messages with the intent to bully, harass or threaten another person;
- Using mobile devices to take photographs of other people without their consent;
- Using obscene, derogatory or socially unacceptable language while using a mobile device;
- Using mobile devices to receive download and display inappropriate photographs or other material; and
- *It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police.*

## Responsibilities and obligations

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school expectations 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 the Behaviour Code for Students.

## 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.
  - 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.



## USE OF DIGITAL DEVICES AND ONLINE SERVICES AGREEMENT

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Mobile Device Number: \_\_\_\_\_

### STUDENT AGREEMENT

I have read the Carlingford West Public School use of digital devices and online services procedures and agree that:

- When bringing my mobile device to school I will switch it off as soon as I enter the school grounds.
- I understand and will abide by all the guidelines for acceptable use of communication devices at Carlingford West Public School.
- I understand the behaviours that constitute unacceptable use of communication devices and will not engage in these behaviours at any time. I acknowledge that if I break the terms of this agreement my device may be confiscated, my parents will be contacted and I may be banned from bringing my device onto school grounds

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENTAL AGREEMENT

I have read the Carlingford West PS Communication Device process and agree that:

- I/we give permission for my child to carry a communication device to school.
- I/we have discussed the device guidelines and procedures with my child.
- I/we agree to support school policy with regards to mobile device use and agree to support school decisions and actions regarding devices.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_