



27 February 2024

Stage 2 and Stage 3 2024 Student Use of Digital Devices and Online Services Procedure and Agreement

Dear Parent/Carer,

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

Each day, students hand in their phones, smart watches or other digital devices into the office. Nords Wharf Public School does not take responsibility and liability for these devices. Students collect their devices, from the office, at the end of each day. Students are not permitted to use their device on school grounds. To help students demonstrate their responsible use of technology, students at Nords Wharf Public School require students to read and sign a student agreement that outlines the school expectations around appropriate, and inappropriate, use of technology. In signing, students acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement.

Nords Wharf Public School **does not require** students to bring their own devices for learning as we have ensured an adequate supply of school devices. Parents will also sign this agreement.

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.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services.
- 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.
- 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.

Student guidelines, procedures and consequences.

Students need to follow the following guidelines and Procedures:

- students hand in their phones, smart watches or other digital devices into the office and collect at the end of the day.
- students are not permitted to take digital devices on school excursions including sporting events.
- students must engage with technology as safe, responsible and respectful learners as detailed below.

| SAFE | RESPONSIBLE | RESPECTFUL |
|---|---|---|
| <ul style="list-style-type: none"> · 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. | <ul style="list-style-type: none"> · 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 everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons. · 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. | <ul style="list-style-type: none"> · 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. |

Consequences for inappropriate use

- The student is referred to Assistant Principal
- The student is given a warning from a teacher or other staff member.
- The student's access to the school network is restricted through the EMU tool on the DoE portal.
- The teacher or principal arranges a meeting with the student's parent or carer.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Please read through the guidelines and procedures with your child and return the attached form. Students will not be able to use devices at school until this has been returned.

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By signing this agreement my child _____ from class _____ understands the following:

- they will hand in their phones, smart watches or other digital devices into the office and collect at the end of the day
- they are not permitted to take digital devices on school excursions including sporting events
- they must engage with technology as safe, responsible and respectful learners as detailed below

By signing this agreement my child is also aware of the following consequences if they are not safe, responsible and respectful with technology at school they could be:

- referred to Assistant Principal
- given a warning from a teacher or other staff member.
- sent to the principal to arrange a meeting with the student's parent or carer.
- suspended and possible Police and/or Child Wellbeing involvement for more serious incidents.

Please sign below and return to school office.

Student Name: _____ Student Signature: _____ Date: _____

Parent/Carer Name: _____ Parent/Carer Signature: _____ Date: _____