***Oxley Park Public School ***

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**Student Use of Digital Devices and Online Services Procedure**

**Purpose**

This procedure guides student use of digital devices and online services at our school, in order to meet the requirements of Oxley Park Public School’s Strategic Improvement Plan.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student well-being. 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 well-being.

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 (including mobile phones and smart watches) and all online services.

Our School’s Approach

At Oxley Park Public School the use of digital devices by primary school students (personal or school provided) will be restricted during class, recess and lunch unless:

* approved by a teacher or executive for an educational purpose
* use forms part of a reasonable adjustment for student learning and wellbeing
* an exemption has been granted for other reasons.

Oxley Park Public School recognises that access to mobile devices (mobiles phones, smartwatches, iPods, iPads, tablets, laptops and other similar devices) are part of daily life for students and their families, however, it is not necessary for students to use mobile devices during school hours of 8:30am to 3:00pm. All students who bring digital devices to school will be provided with a copy of the *Oxley Park Public School Mobile Phone and Digital Device Use Policy* to be signed and returned to the front office. From 8:30am, any digital devices brought to school must be turned off and signed in at the front office, where they will be stored securely until 3:00pm when students can sign out and collect their device. In the event that parents or carers need to contact a student, they can do so via contacting the front office.

From 2023, Year 2 students will be allocated a Chromebook and accessories for use at school. All students who receive a Chromebook are expected to comply with the *Oxley Park Public School Student/Parent Chromebook Loan Agreement*.

Reasonable Adjustments

Some students require reasonable adjustments to their learning and support needs under the Disability Standards for Education 2005. A disability includes a medical condition impacting a student. In order for reasonable adjustments to be implemented for a particular student, our school will consult the student, and their parents or carers as appropriate, in determining the adjustments for the student.

Reasonable adjustments may include access to digital technologies to participate in education on the same basis as a student without a disability. Providing reasonable adjustments to students with disability is an obligation under the Disability Standards and does not require students or parents or carers to seek an exemption under this policy. Any reasonable adjustments will meet the learning and support needs of individual students and will be included within Individual Education Plans and/or Behaviour Support Plans. In other settings, such as camps or excursions reasonable adjustments may further apply.

Exemptions

Use of digital devices must be permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered exemptions.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption by speaking to the front office and any exemption request will be considered on a case-by-case basis and granted when required by law or at the principal’s discretion. Exemptions may cover times when or places where use would otherwise be restricted.

Consequences for inappropriate use

All students in attendance at Oxley Park Public School are expected to comply with all Positive Behaviour for Learning expectations. These are detailed below under the Responsibilities Obligations section.

Inappropriate use of digital devices includes but is not limited to:

* using devices in a way that disrupts, or is likely to disrupt, the learning environment or interfere with the operation of the school.
* bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the phone.
* recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.
* downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material.
* filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school.
* using devices in a way that threatens or is likely to threaten the well-being or well-being of any person.
* use that is in breach of any law.
* any other behaviour that is deemed inappropriate by the school principal.

Any instances of inappropriate use of digital devices by students will be followed up in a timely manner and discussed with the school principal. Follow-up consequences could include:

* a phone call to parents/carers
* a meeting with parents/carers and the student(s)
* in-school reflection
* students having their school accounts disabled
* reporting any breaches and incidents to the related authorities (as required)
* any further follow-up as required, in line with the NSW DoE Student Behaviour Policy.

Contact between students and parents and carers during the school day

During school hours, parents and carers are expected to only contact their children via the school office. Should a student request to make contact with their parent or carer during the school day, they must ask their classroom teacher, who will then ask (if required) the front office to contact home on their behalf.

Responsibilities and obligations

For students

All students in attendance at Oxley Park Public School are expected to comply with all Positive Behaviour for Learning expectations as well as the Behaviour Code for Students. In relation to digital devices, this includes:

* using all equipment in the correct manner
* being cyber safe
* being safe and respectful when using all technology
* following instructions from all staff
* being respectful of other students and their work (including digital work)
* respecting others’ right to learn
* shut down technology properly before they leave a learning space
* taking pride in any school work completed via digital devices
* learning collaboratively with others to enhance Digital Citizenship

For parents and carers

All parents and carers at Oxley Park Public School are expected to:

* 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

All staff at Oxley Park Public School are expected to:

* 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.
  + 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

All non-teaching staff, volunteers and contractors at Oxley Park Public School are expected to:

* 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 will be informed about this procedure through consultation with the SRC.

Parents and carers will be advised via the school newsletter and the P&C. This procedure can be accessed electronically via the school’s website and Sentral Parent Portal. If required, a hardcopy can be requested through the school’s front office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first make contact with the front office. A member of staff will follow-up on the complaint as per the School Community and Consumer Complaint Procedure. If the issue cannot be resolved, please refer to the department’s guide for students/ parents/ carers about making a complaint about our schools.

Review

The principal or delegated staff member will review this procedure annually.

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.

**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 u*sing 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.
  + 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.