Willoughby Girls High School	Student 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

Off and Away

Mobile phones are not to be used during school time for any purposes. Exceptions can be made if students ask the teacher's permission to use their phone for a learning purpose in the classroom. Bring Your Own Learning Device (BYOLD) encourages students to bring a laptop, iPad or tablet to school. Theseare appropriate devices on which to make notes, search the internet and engage in independent or collaborative learning as directed by the teacher. If phones are used inappropriately during class time, the phone may be confiscated by a classroom teacher. The school accepts responsibility and liability for confiscated devices.

Device Free Breaks

Recess and lunch breaks are dedicated device free time and devices are to be kept in bags during these times. Students must not use mobile devices at all in the playground during breaks – this includes phones, iPads, laptops and tablets. If a student must use her learning device (iPad, laptop, tablet) during breaks she can do so in the library.

Signed Student Agreement

To help students demonstrate their responsible use of technology, all students are required 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. Teachers will be monitoring this, and all students are expected to follow their instructions.

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

Consequences for inappropriate use

Standard school discipline procedures apply for misuse of the device contrary to this procedure or other school rules. Examples of action the school may take in cases of misuse include:
• The student is given a verbal warning from a staff member.
• The student's digital device is confiscated by a staff member.
• Staff member to hand device to Deputy and contact home.
• The student is issued a lunchtime detention.
• Confiscated devices are returned to the student at the end of the day.

If continued or repeated offence;

• Confiscated devices are held in the deputy principal's office until a parent or carer collects the device
• The deputy principal arranges a meeting with the student's parent or carer.
• The student's access to the school network is restricted through the EMU tool on the DoE portal.
• Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

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, they must approach the administration office and ask a staff member to contact. During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

For students

• Students are responsible for their own communication devices. The school accepts no responsibility for loss or damage.

• 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 School Discipline Policy.
• Students are responsible for their own communication devices. The school accepts no responsibility for loss or damage.
• Phones must never be used for bullying. It is illegal to send inappropriate or threatening messages or images via mobile phones.
• If a phone has a camera, taping or video facility, it is not to be used within the school grounds or at the bus stop at any time, without the express permission of the teacher and students in the context of a learning experience.

- Communication devices must be turned off or on silent in all formal group situations.
- Mobile phones are not allowed to be used as calculators in formal assessment tasks.
- Mobile phones are not permitted to be used in examinations and assessment tasks.
- If a student is found to be using mobile phones during examinations or assessment tasks they will be penalised.
- On excursions, camps and sporting visits, the teacher-in-charge will inform students of regulations governing communication device use.
- In an emergency and other times throughout the day students may need to contact or be contacted by parents or caregivers. This should be done through the front office rather than through mobile phones to ensure support for the student and clear lines of communication.
- Students are not to phone parents/friends to come and pick them up from school unless formally done through the front office.
- Phones are not to be used in sick bay.
- Use of digital devices is permitted at recess and lunch

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 (https://education.nsw.gov.au/public-schools/going-to-a-public-school/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 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; and 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; and 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

Students:

• Student preferences will be explored via a Student Representative Council meeting.

• Students will be advised via enrolment meetings, transition workshops, year meetings and student Sentral.

Parents and carers:

• Parent and carer preferences will be explored via a parent information evening or P&C meeting.

• 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.

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 schools (https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions).

Review

The principal or delegated staff will review this procedure annually

Appendix 1: Key terms

- **Bring your own device** is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services policy. Schools retain discretion to determine the specifications of personal devices to be used at school.
- **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 informationand 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, wellbeingand educational outcomes.
- **General capabilities** are the broad collection of knowledge, skills, behaviours and dispositionsdescribed within the Australian curriculum and NSW syllabus.
- **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 technologyand 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 toparticipate 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 with devices?

Electronic communication used positively potentially enhances learning opportunities. Willoughby Girls High School expects all students to responsibly use and manage electronic communication devices.

Technology is a key part of our daily lives and digital technology skills are important for learning and preparing our children and young people for life beyond school.

At Willoughby Girls High School, we support our students to use technology in safe, responsible and respectful ways. NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:
• Respect other students, their teachers and school staff and community members
• Follow school and class rules and follow the directions of their teachers • Strive for the highest standards in learning
• Respect all members of the school community and show courtesy to all students, teachers and community members
• Resolve conflict respectfully, calmly and fairly
• Comply with the school's uniform policy or dress code
• Attend school every day (unless legally excused)
• Respect all property
• Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our school
• Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

Behaviour Code for Students: Actions
Promoting the learning, wellbeing and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respectful
• Treat one another with dignity • Speak and behave courteously • Cooperate with others • Develop positive and respectful relationships and think about the effect on relationships before acting • Value the interests, ability and culture of others • Dress appropriately by complying with the school uniform or dress code • Take care with property
Safety
• Model and follow departmental, school and/or class codes of behaviour and conduct • Negotiate and resolve conflict with empathy • Take personal responsibility for behaviour and actions • Care for self and others • Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement
• Attend school every day (unless legally excused) • Arrive at school and class on time • Be prepared for every lesson • Actively participate in learning • Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Download the Student use of digital devices and online services

https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471

Appendix 2: What is safe, responsible and respectful student behaviour with devices?

Electronic communication used positively potentially enhances learning opportunities. Willoughby Girls High School expects all students to responsibly use and manage electronic communication devices.

Technology is a key part of our daily lives and digital technology skills are important for learning and preparing our children and young people for life beyond school.

At Willoughby Girls High School we support our students to use technology in safe, responsible and respectful ways.

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 thatis 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 and 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; and 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.

Appendix 3: Specifications required for bring your own devices

Willoughby Girls High School's Bring Your Own Digital Device Program aims to improve student learning experiences both in and out of the classroom. The program provides considerable freedom to students in their choice of device.

The school does so with the expectation that students will make good decisions with regard to their personal use of technology. The use of digital devices allows individualised learning and classroom access to a dynamic learning environment.

The Bring Your Own Digital Device Program is compulsory, however, students who do not have a device will still be provided with the opportunity and access to an academically challenging and diverse curriculum. A device refers to a variety of technology including smartphones, smartwatches, laptops and ipads. No device is to be out in class, unless explicitly instructed to do so by the classroom teacher as part of the teaching and learning occurring in the lesson.

The Student Use of Digital Devices and Online Services Procedure needs to be read and the Student Agreement signed before students are permitted to bring their device to school and connect it to school facilities.

Any questions should be addressed to the Deputy Principal.

Wireless connectivity:
Dual Band: 2.4GHz and 5GHz (802.11n protocol)
Operating system:
Windows 10 or OSx 10.10 or higher (Apple) or Chrome (Chromebook)
Software and apps:
All students enrolled at Willoughby Girls High School will have free access to education versions of Microsoft Office 365 and Google G-Suite. In addition, students will have free access to cloud storage through OneDrive and Google Drive when they use their @education.nsw.gov.au accounts.
Battery life:
6 hours minimum of constant use without charge
Storage
128 GB or more
RAM:
4GB (8GB recommended)

Appendix 4: Student Device Agreement

| **Willoughby Girls High School** | Information And Communications Technology Agreement | |

Willoughby Girls High School provides access to Information & Communications Technology (ICT) designed to support the school's education programs and to enhance student education. This includes:

- Use of school-owned devices, electronic equipment and online platforms managed by the school.
- Access to the internet by a wired or wireless network.
- Access to a secure storage location on the school's network for students' digital data.
- Use of the student's own learning device at school consistent with the school's bring your own digital device program.
- A learning device can only be a laptop and must follow the minimum requirements that are stated in the school's Student Use Of Digital Devices And Online Services Procedure, it cannot be a phone.

All students must read and sign this agreement in the company of a parent or carer unless otherwise excused by the Principal. The agreement must be returned to the school before any ICT can be used at school:

Further information about Student Use Of Digital Devices And Online Services Procedure can be found at: https://willoughbg-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html

Student Agreement:
I agree to be a safe, responsible, and ethical user of ICT at all times by (please tick):

Protecting my personal information, including my name, address, school, email address, telephone number, pictures of myself, other personal details and only use my usernames and passwords.

Making sure the devices I bring to school are fully charged each day, have the latest software and are stored appropriately when not in use.

Being responsible for my own communication devices and understanding that myself and my parents and carers are responsible for repairs or IT support my personal devices might need.

Being a safe, responsible, and respectful user of digital devices and online services and support my peers to be the same. Access only appropriate content and websites when using the school's filtered network and personal, unfiltered networks.

Respecting and following school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

Communicating respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the School Discipline Policy.

Understanding devices must never be used for bullying, including cyberbullying. It is illegal to send inappropriate or threatening messages or images via devices.

If a phone has a camera, taping or video facility, it is not to be used within the school grounds or at the bus stop at any time, without the express permission of the teacher and students in the context of a learning experience.

Turning off or on silent communication devices in all formal group situations.

Not using mobile phones or devices in examinations and assessment tasks.

Understanding on excursions, camps and sporting visits, the teacher-in-charge will inform students of regulations on device use.

In an emergency and other times throughout the day students may need to contact or be

contacted by parents or caregivers. This should be done through the front office rather than through mobile phones to ensure support for the student and clear lines of communication.

Understanding students are not to phone parents/friends to come and pick them up from school unless formally done through the front office.

Phones are not to be used in sick bay.

Observing all copyright laws, including not downloading software, music and videos without the author's permission, and avoiding plagiarism by acknowledging all sources of information in my work.

Letting a teacher or other trusted adult know immediately if I find anything online that is suspicious, harmful, inappropriate or makes me feel uncomfortable.

Never hacking, disabling, or bypassing any hardware or software, spam and filter settings.

In order to protect the safety and security of all students and the school's network, I understand that:

- Teachers will be allowed to view material on any device I use, including my own learning device.
- My activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school will not be liable for my own learning device if it is damaged, broken or stolen at school or during school-related activities.

I understand that if I act in a manner which is contrary to this agreement, the following actions may be taken by the school:

1. Discipline action in accordance with the Willoughby Girls High School Discipline Policy.
2. Exclusion from access to all computer rooms/library outside of class time.
3. Requirement of financial recompense for any malicious damage made to devices and associated equipment and/or time taken by staff to return the equipment to pre-existing order.
4. Suspension of access to the internet, email and the school's devices and network equipment.
5. Withdrawal of privileges under the Student Use of Digital Devices and Online Services Procedure.

Students Name: _____   Year: _____

Student Signature: _____   Date: _____

_____

Parent/Carer Agreement:

As the parent/carer of this student, I have read the agreement on acceptable use of ICT at school. I understand that students are allowed to bring their own learning device to school to support their education and that the device can be used for educational purposes only at the teachers' discretion.

I acknowledge that the school is not responsible for the maintenance of my child's own learning device or any of the systems, software or applications on that device.

I acknowledge that the school is not responsible for access to data which students obtain by using a personal network connection or bypassing network filters applied by the school and/or Department. I also recognise that employees of the school or school system may not be able to restrict access to all online controversial materials when the school's/Department's network is bypassed.

I understand that I can communicate by email with the school by using the school office email address. Any communication sent directly to staff email from parents or users other than students will be re-directed to the school email address for general processing and referral to the appropriate person depending upon the issue. Spam or similar material will be deleted.

I hereby give permission to Willoughby Girls' High School to permit my child to access the internet, email and network in accordance with this agreement.

Parent/Carer: _____

Signature: _____   Date: _____