



## Student Use of Digital Devices and Online Services Procedure

### Purpose

This procedure guides student use of digital devices and online services at Pennant Hills High 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 at Pennant Hills High School. It sets out the shared responsibilities of school staff, students and parents and caregivers. 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

- The use of technology devices in classrooms is at the **discretion** of the teacher. These include, but are not limited to, laptops, tablets, phones, smart watches, personal listening devices or other emerging technologies not yet named.
- Classroom teachers will clearly indicate whether technology is to be used in the classroom through the use of a visual cue – 'Technology GO/NO' signage. Teachers may choose to include further information below the sign as to which technology devices are allowable.
- All practical PDHPE, PASS and SLR classes are 'Technology NO' unless directed by your teacher. No sign is required in these classes.
- If a technology device is not permitted in the lesson, students are to have their devices switched off or on silent and put away.
- If a technology device is being used inappropriately, the student will be given a warning. If this inappropriate use is repeated, the student must place the item in the technology box located at the teacher's desk.
- The device will be returned to the student at the end of the lesson.
- While at school, **ALL material** on the device is subject to review by school staff.

### Exemptions

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, caregivers, 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

For inappropriate use of any digital devices in school, the following consequences may occur:

- The student is given a warning from a teacher or other staff member.
- The student's digital device is placed in the technology box.
- These devices are returned at the end of class.
- The student maybe referred to the Head Teacher if there are further breaches or non-compliance.

For serious breaches that cannot be resolved in the classroom or by the Head Teacher, the following consequences may occur:

- Confiscated devices are handed in to the Deputy Principal and can be collected at the end the day.
- Confiscated devices are held in the Principal's office until a parent or caregiver collects the device.
- The student is referred to the Deputy Principal.
- The teacher or Principal arranges a meeting with the student's parent or caregiver.
- The student's access to the school network is restricted through the EMU tool on the Department of Education (DoE) portal.
- Suspension and possible Police and/or Child Wellbeing involvement.

## Contact Between Students, Parents and Caregivers During the School Day

Should a student need to contact a parent or caregiver during the school day, they must approach the administration office and ask for permission to use the school's phone. During school hours, parents and caregivers are expected to only contact their children via the school office on 9473 5000.

## 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 Caregivers

- 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 DoE 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 DoE policy.

- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, DoE 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 DoE 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 caregivers 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 DoE'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 about this new procedure.

### **Parents and Caregivers:**

- Parents and caregivers 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 caregiver has a complaint under this procedure, they should first follow the Pennant Hills High School's complaints process. If the issue cannot be resolved, please refer to the DoE'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

- **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, personal listening devices, 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.
- **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, 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, your parents and caregivers 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*

### **Wireless connectivity:**

*5Ghz Wireless N or higher.*

### **Operating system:**

*Windows 10, MacOS, Android or IOS*

### **Software and apps:**

*Microsoft Office 365 and Adobe CC are available from the NSW Department of Education at no cost. Access is via the Student Portal.*

### **Battery life:**

*At least 6 hours.*

### **Storage and RAM:**

*8Gb or more of RAM and at least 256Gb of storage.*

### **Hardware features:**

*Maximum weight of 2kg, Camera and microphone, Keyboard (if using a tablet)*

### **Accessories and other considerations:**

*Protective case or cover*