

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

- Students at Queanbeyan East PS are not to use mobile phones at any time while at school. This includes during class time, recess and lunch breaks as well as when they are waiting before or after school in the school grounds. This also includes students representing the school during external events when they are under the duty of care of a school staff member.
- Students are able to keep their phone either:
 - * **At the office** – Students will need to hand their phone to an Administrative staff member at the front office in the morning and collect it at the end of the day. The phone will be kept in a locked draw.
 - * **In their bag** – Phones will need to be switched off and not removed from their bag while in the school grounds.

Exemptions

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

If students remove their phone from their bag while in the school grounds, the following steps will be taken:

1. The student will be asked to put the phone back into their bag.
2. The student will be asked to take their phone to the office to be collected by them at the end of the day.
3. The student will have their phone placed in the office and can only be collected by a parent.

The school disciplinary code may also be used in conjunction with these procedures for inappropriate use of digital technologies.

Contact between students and parents and carers during the school day

- Should a student need to make a call 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 carers are expected to only contact their children via the school office.

Responsibilities

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.
- 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.
- 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.
 - * 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

- 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 school assemblies and in the classrooms via class teachers.

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 complaint process. 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 will review this procedure annually.

Appendix

School Community Charter:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>

Making a complaint about schools—guide for parents, carers and students:

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students>

NSW Department of Education, Policy Library

<https://policies.education.nsw.gov.au/policy-library>

Queanbeyan East PS Website:

<https://queanbeyae-p.schools.nsw.gov.au/>

Queanbeyan East PS Facebook:

<https://www.facebook.com/Queanbeyan-East-Public-School-1274484759266928>