Gillwinga Public School

Encouraging Positive ICT Behaviour
Student Use of Digital Devices and Online Services Procedure

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Reviewed biannually

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, respectful, and resilient ways.

Scope

This procedure provides a consistent framework for the safe, responsible, respectful, and resilient 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 digital devices and all online services.

Our School's Approach

Students are asked not to bring personal digital devices to school. Students that do bring digital devices to school for travelling purposes, are expected to hand in their devices to the office as soon as they arrive on school grounds. Students can collect their devices, from the office, at the end of each day. The school will take reasonable steps to ensure the security of items entrusted to it by others, including locking the devices in the storeroom each morning. *It is not a duty to ensure safety – merely one to ensure reasonable steps are taken.*

Students must not use personal digital devices during class, at recess and at lunch unless approved by a principal or teacher, including allowing students to use a device for an educational purpose, or as part of a reasonable adjustment for student learning and wellbeing.

Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents, carers, school counsellors and other student support staff can request an exemption, and these will be considered on a case-by-case basis. 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.

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. The school must consult the student, and their parents or carers as appropriate, in determining the adjustments for the student.

Reasonable adjustments include access to digital technologies to participate in the 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.

Consequences for inappropriate use

Inappropriate use of digital devices is responded to according to the GPS Student Wellbeing Procedure. See Appendix 2

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 request permission from their classroom teacher. Students are to then use the school's phone with the assistance of the administration staff. During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

For students

- Be safe, responsible, respectful, and resilient 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.
- Communicate respectfully and collaboratively with peers following the THINK strategy, 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, respectful, and resilient 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.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible, respectful, and resilient 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, the Gillwinga Public School Wellbeing 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 (EXECUTIVE RESPONSIBILITY).
  - 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, resilient, 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 throughout the year in both formal and informal manners through the year. 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 1: What is safe, responsible, respectful, and resilient 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 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.
    - o Only use online services in the ways agreed to with your teacher.
    - o Only access appropriate content and websites.
- ☐ 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:
    - o inappropriate, offensive or abusive;
    - o upsetting or embarrassing to another person or group;
    - o considered bullying;
    - o private or confidential; and/or
    - o a virus or other harmful software.

Be RESILIENT
- ☐ Remember that resilience is a combination of four skills: **anticipating, monitoring, responding, and learning.** These skills take time and practice.
- ☐ Understand that things will go wrong when using ICT and use your resilience and problem solving skills to resolve the issue.

Appendix 2: Technology for Learning: Classroom Flow Chart

Green Level	Teacher responsibility

At this level:
- Student behaviour reflects the school values of being Respectful, Responsible and Resilient.
- Students are using the device for its intended purpose

Warning Slip (Sentral record)	Teacher responsibility

At this level:
- Students have misused technology and have had their device removed from them for a day.
- Student has used their personal device on school property breaking the Student use of digital devices and online services policy.
- If lessons are to be delivered via technology a printed option needs to be made available.
- If a lesson is technology specific that student needs the device to access the learning and cannot be excluded.

Orange Level Check in / Check out system (Sentral record)	Teacher responsibility in consultation with ICT Teacher

At this level:
- The student has misused the device 3 times within a fortnight and has their device removed **for a week.**
- Student has used their personal device on school property to record students either intentionally or unintentionally, accessed social media of any kind breaking the Student use of digital devices and online services policy.
- If lessons are to be delivered via technology a printed option needs to be made available.
- If a lesson is technology specific that student needs the device to access the learning and cannot be excluded.

Red Level: communication check in/ check out (Sentral record)	ICT Teacher + executive responsibility

At this level:
- The student has significantly broken the Student Use of Digital and Online Services Procedure (eg - recorded a student or themselves on school property with the intent to post online, recorded another student without their knowledge, visited an inappropriate site, bullied or harassed another student, intentionally or repetitively damaged school technology property.)
- The student needs to be referred to the ICT teacher for consequences.