Anson Street 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.

The purpose of this procedure is to ensure that:

* students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones, other electronic devices and web-based communications;
* mobile phone and other electronic device usage do not disrupt the school’s teaching and learning environment for any student or teacher;
* incidents of bullying and unsafe behaviour are reduced, and potential risks to student safety and well-being posed by inappropriate use of mobile phones and devices can be identified and addressed promptly.

# 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 are taught to use technology in an appropriate way to enhance learning.

Mobile Phones and Other Electronic Devices

Anson Street School strongly discourages students from bringing mobile phones and other electronic devices to school. However, where parents/carers feel it is necessary for their child/ward to have these items in their possession at school, it is the responsibility of the student to abide by the following guidelines:

* Permission for students to have a mobile phone and other devices at school is contingent on parents and students signing the ‘*Acceptable Usage of Digital Devices and Online Services Agreement’.*
* It is the responsibility of all staff, students and parents/carers to comply with the appropriate use of mobile phones and other electronic devices guidelines as outlined in this document and Department of Education policy.
* The school accepts no responsibility for lost, stolen or damaged phones or devices. The school also accepts no responsibility for students who lose or have their phones or devices stolen whilst travelling to and from school.

Whole School Responsibilities

Using mobile phones in an inappropriate manner is unacceptable and will not be tolerated. Inappropriate use of a mobile phone includes:

* using it in a way that disrupts or is likely to disrupt the learning environment;
* using it in a way that threatens or is likely to threaten the safety or wellbeing of any person through bullying, intimidating, harassing or threatening others through calls, text messaging, social media or through photographic, video or other data transfer system available on the device;
* downloading and/or receiving downloads that display inappropriate material such as pornographic or other offensive material;
* recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation;
* filming of fights or other criminal behaviour involving students that occur at school, during school activities or while out of the school grounds on school business, including excursions, sporting events and work experience.;
* using obscene, derogatory or socially unacceptable language while using a mobile phone;
* use that is in breach of any law. It is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Anson Street School - Main Site Responsibilities

* Primary Students

As per NSW Department of Education policy, primary aged students are not to use mobile phones at school.

* Stage 4-5 Students

During school hours 9:00am – 3:00pm, mobile phones are to be off and away either in bags, class storerooms or can be checked in at the administration office.

* Stage 6 Students

Mobile phones can be used for music on playground during breaktime only. Headphones must be used. Games can be used in Senior Space during break 2 only.

Anson Street School - Campus Site Responsibilities

* Primary Students

As per NSW Department of Education policy, primary aged students are not to use mobile phones at school.

* Stage 4-6 Students

During school hours 9:00am – 3:00pm, mobile phones are to be off and away either in bags, class storerooms or can be checked in at the administration office.

Photography and Filming

Students should not use cameras and/or camera phones to take photographs or videos on school premises without direct permission from executive staff. Inappropriate use of cameras and camera phones may result in disciplinary consequences including suspension from school. Under no circumstances should any photographic images or films made at school be posted to social media sites.

Under no circumstances are students to bring devices with cameras and/or video cameras into the school and use them:

* in a way that interferes with the learning environment or the efficient operation of the school;
* to bully, intimidate, harass or threaten the safety and wellbeing of any person;
* to film fights or other criminal behaviour involving students that occur at school, during school activities or while out of the school grounds on school business, including excursions, sporting events and work experience;
* to record images of students or teachers, or to make a recording of students’ or teachers' voices;
* in breach of any law.

Other Electronic Devices

Students must not play games on devices in class unless specifically given permission to do so by a teacher. Games used in class must be for educational purposes only, and must meet the Department of Education guidelines on appropriate content in schools. Students accessing inappropriate content on their device may be liable to suspension from the school.

Before and After School

Mobile phones and other electronic devices may be used appropriately before and after school.

Excursions and Outings

During school excursions and outings, mobile phones and other electronic devices are to be off and away in bags or left at school locked in the storeroom or administration office.

TAFE

Students who attend TAFE as part of their study program are expected to follow the procedures outlined by TAFE NSW in regard to their use of digital devices and online services.

School Camps

Details regarding mobile phone and other electronic device use during school camps will be determined by staff and communicated clearly to students and parents/caregivers prior to all school camps.

# 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

Incidents of inappropriate use of digital devices and online services will be managed and reported in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.

Mobile Phones

If a student is seen using their mobile phone between the hours of 9am-3pm OR refuses to turn off their phone and store it in their bag or the class storeroom, the following actions by staff will be taken:

* 1st Notice: Students will be reminded to turn their devices off and directed to lock them away in class storerooms or check in at the administration office.
* 2nd Notice: If the student continues to use their device, a warning will be given that their parents/carers will be called to collect their device.
* 3rd Notice: For continued use of the device or breach of any of the previous outlined guidelines, parents/carers will be called to collect the device from the administration office
* 4th Notice: continued failure to follow guidelines and lock electronic device away as instructed will incur a 3-week personal technology restriction.
* Continued failure to follow reasonable instructions can lead to suspension.

The infographic below will be displayed in classrooms to remind students and staff of the procedures for non-compliance.



3-Week Personal Technology Restriction

If the principal issues a student with a 3-week personal technology restriction:

* the family/carers will be notified by phone and receive a letter detailing their child/ward’s breach of the *‘Acceptable Usage of Digital Devices and Online Services Agreement’* resulting in a 3-week technology restriction.
* the student will not bring their mobile phone, electronic device or web-based communication device to school for 3 weeks.
* the student will continue to have access to school computers, iPads and electronic learning devices.
* At the end of the 3 weeks, the student and parent/caregiver must resign the *‘Acceptable Usage of Digital Devices and Online Services Agreement’* before being allowed to bring their device back to school.

Confiscation of a personal electronic devices

Inappropriate use of personal electronic devices may result in the executive staff being called to confiscate the device. Refusal to comply with a reasonable request by executive staff to hand over any item or property will result in the matter being dealt with under the school’s student discipline policy. “Inappropriate use” has a wide meaning and will include being used in a way that is:

* contrary to any applicable school rules
* disruptive to the school’s learning environment
* a risk to the safety or wellbeing of students, staff or other people
* contrary to any reasonable direction given by school staff about the use of the item
* illegal or otherwise of a nature that causes significant concern for staff.

If school staff have reasonable grounds to suspect that a student has inappropriate material on his or her phone, executive staff may be called to confiscate the device for the purpose of confirming the existence of the material. Any viewing of the material will be undertaken in the presence of the student and will be limited to establishing that inappropriate material is on the phone. It is appropriate to confiscate phones from students when:

* + - it is necessary to examine the phone when there are reasonable grounds to suspect inappropriate material may be on the phone
		- material that falls within the meaning of sexting is found on the phone
		- the phone has been used to record fights or other criminal activity involving students occurring at a school, during school activities or on the way to, or from, the school.

If video recordings of fights or other criminal or potential criminal activity are located on a student’s phone, principals need to consider whether the nature of the material recorded warrants reporting to the police in addition to any potential action under the school student discipline policy.

Storage of confiscated devices

Confiscated devices will be stored securely in the administration office. Parents/carers will be called to collect the device from the administration office as soon as practicable.

If the confiscation of the device has resulted in the matter being reported to the police, the phone will not be returned until police confirm this can occur. In these circumstances, parents/caregivers will be advised of the confiscation and police involvement and provided with the name of the investigating police officer if known.

Web based communication

Bullying, harassment or threatening of fellow students via social media or other web-based communications breaches the school's Code of Conduct and will be dealt with in terms of the Procedures for Suspension and Expulsion of School Students, whether it occurs at school, from private homes or outside school hours. Such harassment may be referred to police for investigation.

# 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 ask permission from executive staff to contact them through the administration office on the school’s phone.

During school hours, parents and carers are expected to only contact their children via the school office on 6362 4563.

# 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 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.](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.

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

Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures. Students will be informed about this procedure through targeted Positive Behaviour for Learning (PBL) lessons.

Parents and carers will be advised via the school newsletter and at P&C meetings. This procedure can be accessed electronically via the [school’s website](https://ansonst-s.schools.nsw.gov.au/) 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.](https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students)

# 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 information and 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, wellbeing and educational outcomes.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described 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 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.

**Sexting** involves sending sexually explicit or suggestive pictures to mobile phones or posting them on individual or inter-active websites such as Facebook. If the image is of a person under the age of 16 engaged in sexual activity or in a sexual context, it is likely to be regarded as child abuse material for the purposes of the Crimes Act. Any person who produces sends, transmits, disseminates or possesses child abuse material is guilty of an offence and is liable to a maximum penalty of 10 years imprisonment.

# 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.

# Appendix 3: Behaviour code for students

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 schools
* 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.

Respect

* 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 Behaviour Code for Students](https://policies.education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf) (PDF 79.61KB).