



Tharawal Public School

SCHOOL DIGITAL DEVICES AND ONLINE SERVICES PROCEDURES

Introduction

These procedures covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically 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.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

What Is Inappropriate Use?

The use of digital devices and online services in schools should not automatically be of concern. It is only if used inappropriately that action will be necessary.

Generally, digital devices and online services will be used inappropriately if the usage:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- threatens or is likely to threaten the safety or wellbeing of any person, or
- is in breach of any law.

Inappropriate use of digital devices and online services will include students using them to bully, intimidate, ridicule or otherwise harass other people through any SMS or text message, online platforms such as Snapchat, Tik Tok, Instagram or online chat groups, photographic, video or other data transfer system available on the device. This type of misuse will be dealt with under the Student Welfare / Discipline Policy and Anti-Bullying Policy. If serious enough police may be contacted.

Guidelines for Digital Devices

Mobile phones should be signed in at the office where they will be securely stored until the student signs it out at the end of the day.

BYO Devices can be given to the class teacher to store safely and securely in the storeroom until required during class time. Students should not have BYO Devices in their bags during the day but if they do the school takes no responsibility for theft, loss or damage of the device.

If a student chooses to keep their phone in their school bag, (when at school, at PSSA or on an excursion), or wear a smart watch, then phones/smart watches should be turned off or on silent with no vibration at all times. As with BYO Devices the school takes no responsibility for theft, loss or damage of the device if they are kept in bags.

Phones/smart watches that ring or beep during the school day disrupt the learning environment. In the first instance the student will be warned, asked to turn the phone/smart watch off or to silent and their name will be recorded by the Teacher.

If this occurs more than once the phone/smart watch will be given to the Principal and students will need to collect it at the end of the school day.

Students are not to use their phone/smart watch during school hours under any circumstances. If they are caught doing so their phone/smart watch will be given to the Principal and students will need to collect it at the end of the school day.

Students are not to take digital devices, other than a camera, on excursions, overnight excursions or discos.

Students must not lend a phone/smart watch to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone/smart watch will be held responsible for its use.

Parents should leave a message at the office for their child if it is important and students can ask the office to contact their parents if necessary.

Responsibilities

Responsibility for Digital Devices

Students bring digital devices to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage to digital devices or for investigating loss or damage.

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

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;

and

- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

Teachers:

- model appropriate use of digital devices and online services in line with departmental policy;
- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services;
- 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;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- participate in professional development related to this policy.

Non-teaching staff, including volunteers and contracted staff engaged by schools:

- be aware of the policy and act in line with the conduct described in it;
- report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Principals:

- maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services;
- develop and implement a school procedure in consultation with school staff, students, parents and carers;
- inform staff, including new and casual staff, about school-based procedures;
- 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;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure;
- monitor and periodically review the suitability of their school procedure.

Introduction and Reinforcement of School Digital Devices and Online Services Procedures

- Teachers will discuss this policy with classes.
- When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy in the weekly newsletter, Tharawal Tales.
- The policy will be published in the handbook given to all new enrolments.

Gerry O'Brien

Principal