



Woodenbong Central School Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at Woodenbong Central School (WCS).

WCS 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.

This set of procedures is aligned with NSW Department of Education (DoE) Student use of Digital Devices and Online Services Policy <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285776>

Woodenbong Central School Approach

Woodenbong Central School is a K-12 school. Due to DoE policy has a general approach to digital devices and specific procedures for K-6 (primary) students and 7-12 (secondary) students.

WCS recognises that students may bring personal digital devices to school. Students are responsible for the safety and responsible use of personal digital devices. Such devices are only to be used as outlined in this document. The school will not take responsibility for devices lost, stolen or damaged at school.

It should be noted that where possible WCS provides for learning within classrooms purposes:

- 1-1 iPads for K-6 students
- Class set of notebooks for K-6 students
- 1-1 notebooks for 7-12 students
 - Stage 4 students can use these devices during the school day for classroom activities
 - Stage 5 & 6 students have the option to use these devices at home as well as school provided parents agree and a user agreement form is completed.
- 1-1 are available for 7-12 for specific classroom purposes

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



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and granted when required by law or at the principal's discretion. Student learning and wellbeing needs will taken into account when considering exemptions for individual students.

Primary Students

Under DoE policy the use of digital devices by primary school students, either personal or school provided device, **must be restricted** during class, recess and lunch unless:

- approved by a teacher or principal for an educational purpose
- use forms part of a reasonable adjustment for student learning and wellbeing
- an exemption has been granted for other reasons.

Secondary Students

During class time secondary students are permitted to use digital devices (personal or school device) for educational purposes. Secondary students use of digital devices (personal or a school device) on school grounds, school excursions, incursions or other school related setting must do so in a safe, respectful and responsible manner consistent with WCS Wellbeing and Discipline Policy and procedures.

Consequences for inappropriate use

Students are responsible for the safety and responsible use of personal digital devices. The school will not take responsibility for devices lost, stolen or damaged at school.

If students inappropriately use a digital device, then:

- In the first instance, a warning will be given by the teacher, and the student instructed to put the device away
- If the student repeats the offence, the teacher is to take the device from them, and deposit it at the Front Office for secure storage in the school safe until it is picked up by the student at the end of the school day.
- If a student is continuing to be noncompliant these procedures of the device is to be confiscated by an appropriate member of the school executive, and stored in a secured location at the Front Office until a parent/carer comes in for an interview, and to take possession of the device.

Inappropriate use will be dealt with via WCS's Wellbeing and Discipline procedures.

Contact between students and parents 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 (02 6635 1281).

Responsibilities and obligations

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

For students



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- 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
<https://policies.education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>

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/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/school-community-charter.pdf>
- 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 DoE and other agencies where necessary such as the Office of the eSafety Commissioner 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.



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- 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 of this procedure through assemblies, year meetings and class meetings.

Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school's website <https://woodenbong-c.schools.nsw.gov.au/> and in hardcopy will be made available upon request 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 complaints handling <https://policies.education.nsw.gov.au/policy-library/policies/complaints-handling-policy>

Review

The principal or delegated member of staff will review this procedure annually.

Additional Resources and support materials

The office of the eSafety Commissioner <https://www.esafety.gov.au/>

DoE Digital Citizenship website <https://www.digitalcitizenship.nsw.edu.au/>

Legal Bulletin 35 Misuse of technology in schools <https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-35-misuse-of-technology-in-schools>

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