

### **Student use of Digital Devices and Online Services Procedures**

#### **Purpose**

This procedure guides student use of all digital devices (laptops, computers and personal devices when used by students with permission from teachers) and online services at our school. The related Student Use of Personal Electronic Digital Devices Procedure which relates to the student use of mobile phones in schools can be found on the Turramurra High School website.

At Turramurra High School, we acknowledge the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. The use of digital devices (laptops and computers) may enhance a student's ability to engage in effective and meaningful learning experiences.

#### **Scope**

This policy 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, 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
- outside of school where there is a clear and close connection between the school and the conduct of students (excursions, camps and sport)

This policy covers the use of school-provided and personal digital devices, and all online services.

#### **Responsibility and Acceptable Uses**

It is the responsibility of students who bring digital devices to school to abide by the following guidelines:

- digital devices and mobile phones brought to and kept at school are used entirely at the owner's risk. The school will not accept any responsibility for theft, loss or damage to digital devices and/or mobile phones.

#### **Unacceptable uses of a digital device**

- Digital devices and/or mobile phones may not be used during an examination or assessment. This will be considered cheating, and the student will face academic and behavioural consequences.
- Digital devices must not be used to photograph, film or record any member of the school community or visitor to the school, unless permission has been granted.
- Engaging in inappropriate social media use, including cyber bullying. Students must not use digital devices and mobile phones to threaten, bully, intimidate or otherwise harass people through any SMS, text message, photographic, video or other data transfer system available on the device or for any illegal activity.

#### **Exemptions**

Exemptions to any part of this policy may apply for some students in some circumstances. These will be considered on a case-by-case basis and granted at the Principal's discretion.

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### **Procedures within an indoor or outdoor classroom setting**

- The classroom teacher will follow their classroom management procedures and direct that the digital device is to be used solely for the activity as outlined by the teacher.
- Teachers will follow school discipline procedures
- If a student continues to use the digital device inappropriately, the device may be confiscated by the Head Teacher with the student able to collect the device at the end of the period/day
- If the student continues to refuse to comply with the Head Teacher, a notification will be sent to the Deputy Principal who may confiscate the device. It can be collected at the end of the day by the student.

### **If the inappropriate use of the digital device continues:**

1. Students who do not comply will have their device confiscated by the Head Teacher/Deputy Principal at the next available opportunity. It can be collected at the end of the day by a parent.
2. Student and parents attend a meeting with the Deputy Principal. A formal caution of suspension may be issued to the student.
3. Failure to use the device appropriately will be viewed as persistent disobedience and may result in suspension of the student.
4. If students refuse to hand over their device when requested or are found to be: filming or recording; appearing to have the phone in filming position (this also applies to selfies); harassing; bullying anyone inside or outside the school; accessing or distributing illegal materials; parents may be contacted and requested to attend a meeting with the Deputy Principal/Principal. A formal caution of suspension or suspension may be issued to the student.

### **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, communicating respectfully and collaboratively with peers, school staff and the school community.

#### *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 the implementation of the school policy and procedures, 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.

Further information for parents about digital citizenship and young people can be found at <https://www.digitalcitizenship.nsw.edu.au/>

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### *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.
- 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/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**

This information will be presented to all currently enrolled students.

Parents and carers will be advised via email annually. This policy will also be available 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:

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

### **Review**

A review by the Principal or delegated staff will occur at the end of Term 1,2025. Thereafter, a review of this policy will occur annually.

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### **Appendix 1: Key terms**

*Bring Your Own Device [BYOD]* is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a BYOD program is made by the Principal in consultation with the 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. Student use of mobile phones and smart watches are not permitted during class and during breaks. Students may carry a phone when travelling to and from school.

*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 a 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.

### **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, inappropriate 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 when using digital devices and online services.

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.

Take care with the school-owned devices so that other people can use them after you.

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 A

#### Agreement for the Use of Electronic Devices at THS

##### 1 Access and Security

###### Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard on school computers
- ensure that communication through the Internet and online communication services is related to learning
- keep passwords confidential, and change them when prompted, or when known by another user
- use passwords that are not obvious or easily guessed
- never allow others to use their personal e-learning account
- never use the personal e-learning account of another student
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence
  - a computer virus or attachment that is capable of damaging recipients' computers
  - chain letters and hoax emails
  - spam, e.g. unsolicited advertising material
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
  - material that threatens, bullies or harasses another person or makes excessive or unreasonable demands upon another person
  - sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation
- ensure that internet and online communication services are used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

##### 2 Privacy and Confidentiality

###### Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### 3 Intellectual Property and Copyright

#### Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

### 4 Misuse and Breaches of Acceptable Usage

#### Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

### 5 Monitoring, Evaluation and Reporting Requirements

#### Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.

### 6 Equipment

#### 6.1 Custodianship

Any device brought to school pursuant to this policy must be able to be brought on every school day and be solely the student's to use throughout the school day.

#### 6.2 Damage or Loss of Equipment

6.2.1 **Students bring their own device for use at Turramurra High School at their own risk.**

6.2.2 For the removal of any doubt, Turramurra High School will not be responsible for any loss, theft or damage to:

- (a) the device
- (b) data stored on the device while the device is at school or during a school-related activity, in negligence or otherwise.

6.2.3 Parents and students should consider whether their device requires **insurance and whether specific accidental loss and breakage insurance for use outside the home** is appropriate for the device.

6.2.4 In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

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- 6.2.5 The above clause does not bind students to the determination of the Principal.
- 6.2.6 Students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

## 7 Standards for Equipment Care

### 7.1 Students are responsible for:

- (a) Taking due care of the device in accordance with school guidelines.
- (b) Adhering to the Department of Education policy Student use of digital devices and online services (PD-2020-0471)
- (c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

## 8 Misuse of equipment and communication systems

- 8.1 Standard school discipline procedures apply for misuse of the device contrary to this Agreement or other school rules.
- 8.2 Examples of action the school may take in cases of misuse in terms of alleged criminal behaviour related to the school include:
  - (a) the device is taken away by the Principal with collection to be negotiated with parents/guardians
  - (b) permission for the student to bring their device to school pursuant to this Agreement is revoked
  - (c) conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.

## 9 Acceptable Equipment and Communication System Use

- 9.1 Use of the device during the school day is at the discretion of teachers. Students must use their device as directed by their teacher.
- 9.2 The primary purpose of the device at school is educational.
- 9.3 Students must bring their device to school fully charged.
- 9.4 Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:
  - (a) chargers
  - (b) charging cables
  - (c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
  - (d) adapters for the connection of video output or data transfer
- 9.5 While at school, ALL material on the device is subject to review by school staff.



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- 9.6 Students are to connect their device to the designated wireless network only. Students are NOT to connect their device to other wired, wireless or cellular networks whilst at school.
- 9.7 Students are NOT to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass any hardware and software security mechanisms that are in place.
- 9.8 Upon enrolment into a New South Wales Government school, parental/guardian permission was sought to allow the student to access the Internet at school, based on the Department of Education Student use of digital devices and online services. This policy forms part of the Agreement for Use of Electronic Devices at THS and applies to the use of the device and internet on the device:

This policy 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 student conduct.

**Note:** The complete Student use of digital devices and online services policy is available for viewing at: <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>

## 10 Scope and Definitions

### 10.1 Parties

This agreement is between Turramurra High School, a student currently attending or who will be attending Turramurra High School, and his or her parent or guardian.

### 10.2 “Student” and “Students”

Reference in this agreement to Student or Students means a student currently attending or who will be attending Turramurra High School and his or her parent or guardian.

### 10.3 “Agreement for the Use of Electronic Devices at THS”

This agreement may be referred to as the Agreement for the Use of Electronic Devices at School.

### 10.4 “Device”

Reference in this agreement to Device means an electronic device brought by a student to Turramurra High School pursuant to the school’s Bring Your Own Device program.



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## Agreement for the Use of Electronic Devices at THS

**This agreement must be read in conjunction with the Turramurra High School Student use of Digital Devices and Online Services Policy [including mobile phones]**

Turramurra High School provides students access to computers as a means of enhancing their education. Students are also able to use their own devices while at school for educational purposes. This revised agreement replaces the existing Agreement for the Use of Computers and the Internet.

The school retains the right to control the way computer resources are used. Students must understand the limitations the school imposes on their use of computer resources while at school. Students using personal and school devices at school are required to read and agree to abide by the guidelines detailed in this agreement.

### Agreement:

- i. We have read the following pages of the Agreement for the Use of Electronic Devices at THS**
  
- ii. We understand our responsibilities regarding the use of the device and the Internet.**
  
- iii. In signing below, we understand and agree to abide by the Agreement.**
  
- iv. We understand that failure to comply with the Agreement will invoke the school's standard discipline procedures and/or the actions outlined in clause (8).**

Name of student: \_\_\_\_\_ Year: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL.  
RETAIN THE PREVIOUS PAGES FOR YOUR RECORDS.**