# TURRAMURRA
## HIGH SCHOOL

## Student use of Digital Devices and Online Services Policy
### [including mobile phones]

### Purpose

This policy guides student use of digital devices and online services [including mobile phones] at our school.

At Turramurra High School, we acknowledge the educational value of digital devices and online services in supporting and enhancing educational outcomes, student wellbeing and the 4Cs of transformative learning: communication, creativity, critical reflection and collaboration. The use of various forms of digital technology may enhance a student's ability to engage in effective and meaningful learning experiences, however, mobile phones are NOT considered an effective learning device.

The school recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone, or similar electronic device. It is generally not necessary, nor acceptable, however, for mobile phones to be switched on or used during lessons.

### 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.

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 and mobile phones to school to abide by the following guidelines:

- Our core values of respect, responsibility and aspiration in learning environments are paramount and therefore mobile phones must be switched off and may not be used during lessons, private study times and during examinations, or at school organised activities such as assemblies or special events.
- Exceptions may be permitted at the discretion of individual teachers who are conducting a lesson or event. They will advise students if digital devices and/or mobile phones may be used for a designated learning activity. At all other times, the student must place the device in their bag.
- Digital devices and mobile phones should not be used in any manner or place that is disruptive to the normal routines of the school or to other people. This includes the sending and receiving of text messages or data.

- 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.
- Digital devices and mobile phones may be used by students before school, recess, lunch or after school.
- Use of digital devices will be permitted during class-time if a student requires a digital device or online service for medical reasons, or for reasonable adjustments made as part of their individual education plan.

**Unacceptable uses of a digital device and/or mobile phone**
- 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.
- Unless express permission is granted, digital devices and mobile phones must not be used to make or receive calls, send or reply to messages, access the internet, take photos, or any other applications, during lesson time.
- Digital devices and mobile phones 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 when required by law or at the Principal's discretion.

**Procedures within an indoor or outdoor classroom setting**
- The classroom teacher will follow their classroom management procedures and direct that the digital device or mobile phone be turned off and placed in a school bag or upside down on the student's desk if bags are outside the classroom.
- Teachers will follow school discipline procedures, e.g. counsel the student, contact parents (phone call home/email) and/or involve the Head Teacher. These incidents are recorded on Sentral as 'Negative: Technology'.
- If a student continues to use the digital device or mobile phone inappropriately, the device may be confiscated by the teacher/Head Teacher with the student able to collect the phone at the end of the period/day from the Head Teacher/staffroom. The student is recorded on Sentral as' Negative: Technology'.

If the student continues to refuse to comply with the teacher and/or Head Teacher, a notification will be sent to the Deputy Principal who may invoke the following:

- Students who do not comply, will have their phone confiscated by the Head Teacher/Deputy Principal at the next available opportunity. It can be collected at the end of the day by the student.

If the inappropriate use of the digital device or mobile phone continues:

1. Students who do not comply, will have their phone 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 parent to attend a meeting with the Deputy Principal, where the rules will be explained and a contract outlining the rules, and the student's agreed actions to follow the rules, will be outlined and signed by the student and parent/carer. A warning of suspension will be issued to the student.

3. Failure to uphold the contract will be viewed as persistent disobedience and may result in suspension of the student.
4. If students refuse to hand over their phones 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.  Warning of suspension or suspension may occur.

**Contact between students and parents/carers during the school day**

Mobile phones must not be used to bypass school procedures such as the notification of illness, accidents, discipline or emergencies. During school hours, parents/carers are expected to only contact their children via the school office. Parents should not contact their children by mobile phone during lesson time.

**Responsibilities and obligations**

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

*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/

*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 at the beginning of 2021.
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, 2021. Thereafter, a review of this policy will occur annually.

**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.

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, 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.

Take care with the school-owned devices you share with others, 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.