| Berrima Public School | **Digital Device and Online Services Policy and Procedure** |
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1. 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.

1. Scope

This procedure provides a 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 digital devices and all online services.

1. Our school’s approach

Students use digital devices and online services during learning time for educational or well-being purposes only, as approved by the teacher. Digital devices should not be used during break times unless approved by the teacher and only then in specified locations under the supervision of the teacher.

If a student needs to bring a phone or other device to school, it is to be handed in to the administration office. The school takes responsibility and liability for these devices. Students can collect their devices from the office at the end of each day.

This procedure will be discussed with students at the start of each school year and

students will participate annually in online privacy, intellectual property, copyright, digital literacy and other online safety related training.

Students will be required to read, discuss with a parent or carer and sign a Digital Device and Online Services Use Agreement, that outlines safe, responsible and respectful behaviour. In signing, students acknowledge the school’s expectations and accept the identified consequences for any breaches of the agreement.

At the discretion of the Principal, students may be permitted to bring their own digital devices for use when travelling to and from school organised camps or other excursions. Students doing so take responsibility and liability for their device.

1. Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances, for example as part of a reasonable adjustment for a student with additional needs. Teachers, parents and carers can request an exemption that will be considered on a case-by-case basis by the Principal.

1. Consequences for inappropriate use

In the first instance, the student will be reminded of this procedure and the student use agreement, and be supported to develop self-regulation strategies.

The student's access to digital devices and/or the school network may be restricted or temporarily suspended.

The teacher or principal may arrange a meeting with the student's parent or carer to discuss the inappropriate use and develop a plan to address this.

1. Contact between students and parents during the school day

Should a student need to contact a parent or carer 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.

1. Responsibilities and obligations

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.

• Communicate respectfully 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.

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; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and 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; and 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.

1. 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.

1. Communicating this procedure to the school community

Students:

• Classroom teachers will inform their students about this policy and procedure.

Parents and carers:

• Parents and carers will be advised via the school newsletter and can access the policy via the school’s website and in hard copy from the administration office.

1. Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions).

1. Review

The principal or delegated staff will review this procedure at least every 2 years.