

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.

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.

Our School's Approach

Whilst Banora Point High School recognises that mobile devices are everyday communication tools used in wider society, they have the potential to interrupt learning if used inappropriately within a school environment.

Recently the NSW Department of Education undertook a comprehensive study into the impact of the overuse of mobile/electronic devices amongst students. The review concluded that there are profound adverse impacts on student's academic, social and emotional wellbeing when such devices are used for non-educational purposes during school hours. As a result of this current research, and in line with our commitment to provide safe and productive learning spaces for all students, Banora Point High School has updated our procedures regarding mobile device use at school.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

In special circumstances, a student may be required by a physician to have an electronic device available so that they can self-monitor a condition, e.g. diabetes. Where alternatives are not available, specific medical usage may be facilitated at school. Such need will be determined on a case by case basis and will form a part of that students individualised Health care Plan (HCP).

Appropriate Use

- All mobile/electronic devices owned by students are brought to school at their own risk. The school does not accept responsibility for damage, loss or theft and will not compensate for such.
- All mobile/electronic devices (including earphones) must be switched off or on silent and placed in the student's bag before the start of a lesson, assembly, or any learning activity and are to remain in their bag unless the classroom teacher has given permission otherwise.
- On excursions and carnivals, students must follow the explicit instructions of staff regarding mobile phone use.
- Under no circumstances is a student to take a call or mobile message during lesson time.

Consequences for inappropriate use

Action	Consequence
Device used during learning time without teacher permission or not as teacher instructed.	<ol style="list-style-type: none"> 1. The student is given a warning from a teacher or other staff member. 2. After being warned, if there is another instance of inappropriate use of mobile device, the device is turned off by the student and handed immediately to the teacher. The student may collect the device from the teacher at the end of the lesson. The Teacher makes a Sentral entry to record incident. 3. Repeated mobile device(s) misuse and confiscation across multiple lessons will result in the teacher taking the confiscated device to the front office. Confiscated devices are held in the school safe until a parent or carer collects the device. Repeated non-compliance of a student is to be recorded on Sentral and referred to the Head Teacher.
Student refusal to comply with teacher instructions.	<ol style="list-style-type: none"> 1. Refusal to hand a mobile device to the teacher will result in student being referred immediately to the Head Teacher for disobedience, being placed on an Orange Monitoring Card and issued a HT detention. 2. Refusal to hand mobile device to the Head Teacher will result in the student being referred immediately the Deputy Principal, being placed on a Red Monitoring Card and being issued a warning of suspension. 3. Persistent non-compliance of procedures will result in the student being referred to Deputy Principal. Deputy Principal refers student for discipline meeting with the Principal. A suspension may then be imposed for Continued Disobedience.
Device used inappropriately or illegally, e.g. inappropriate or illegal content on device, cyberbullying, etc.	<ol style="list-style-type: none"> 1. Parents/carers are contacted and the inappropriate use discussed. 2. The student's access to the school network is restricted for an appropriate length of time. 3. Serious incidents are referred to the Deputy Principal for appropriate action, which may include warning of suspension or referral to the Principal for a discipline meeting which may result in a suspension. 4. Serious incidents may also be referred to Police or Child Wellbeing Unit where appropriate.

Contact between students and parents and carers 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.

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, 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.

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/public-schools/going-to-a-public-school/school-community-charter>).
- 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; 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.

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:

- Student preferences will be explored via a Student Representative Council meeting.
- The school procedure will be discussed at a whole-school assembly.
- Classroom teachers will inform their students about this new procedure.

Parents and carers:

- Parent and carer preferences will be explored via a parent information evening or P&C meeting.
- Parents and carers will be advised via the school newsletter.
- This procedure can be accessed 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 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>).

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key terms

- Bring your own device is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a 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 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, 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; make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways: 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; and 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 3: BYOD Acceptable Usage Agreement

Banora Point High Bring Your Own Device (BYOD) Acceptable Usage Agreement

Revision: 2021.1 Last modified: 17/02/2021

Objectives:

The Banora Point High School Bring Your Own Device Acceptable Usage Agreement aims to provide opportunities for our students to improve learning experiences.

This Bring Your Own Device Acceptable Usage Agreement must be signed and returned before students are permitted to bring devices to school and connect to the school's facilities.

Parents and students must carefully read and understand this agreement prior to signing it. Please contact the school should you have any questions prior to signing.

Student Responsibilities:

The student is responsible for abiding by this agreement and the Department of Education Student Use of Digital Devices and Online Services Policy¹.

- Prior to connecting any BYOD device to the school's wireless network, students and their parents (or caregiver) must read and agree to the Bring Your Own Device Acceptable Usage Agreement provided by the school.
- Students and parents understand this agreement relates to all personal electronic and BYOD devices including but not limited to media players, phones, tablets, laptops and any other device that is brought into the school.
- Students will only operate their device for educationally related activities and while doing so will not access restricted material, bully, harass others or use the device to disrupt the learning process.
- Students will bring BYOD devices to school fully charged, and will not rely on school power supply for charging BYOD devices.
- Students will not photograph, record video or audio, or publish details of any person at school without prior approval of the school. Students will maintain people's right to privacy and confidentiality.

¹ <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

- Students will only use BYOD devices at the direction of their teacher to enhance learning opportunities.
- Students will not store or display content of an inappropriate nature on BYOD devices.
- Students and caregivers are responsible for ensuring their BYOD device is virus/malware free at all times when connected to the school's network.
- Students will connect to the wireless network using credentials provided by the school or NSW Department of Education (not TAFE accounts or other person's credentials).
- BYOD devices will only connect to the wireless network. No BYOD device will be connected to the wired network by any cable, computer or any other method.
- Students will preconfigure BYOD devices for wireless access prior to use in their learning. Instructions will be provided upon receipt of a completed Bring Your Own Device Acceptable Usage Agreement.
- The TSO or can assist students to configure mobile devices during recess or lunch. Students will not expect teachers to configure any BYOD device for them, or allow them out of class to seek technical support.
- Students will not deliberately attempt to bypass Departmental or school security measures implemented for the protection of all users (including using their own wireless data access).
- Students will not attempt to run, install, download, upload, copy, share or view any files on their BYOD device or any part of the school network that is age inappropriate or deemed inappropriate by the school.
- Students acknowledge that access to the wireless network using BYOD devices is a privilege, and not a right. Any BYOD device may be investigated by the Principal or their delegate if a reasonably suspected breach or breaches of this agreement occurs.
- Any student who uses a BYOD device inappropriately risks having the device temporarily confiscated by a staff member and appropriate school discipline policy procedures applied.
- Students and parent caregivers are responsible for the safety and security of any BYOD device used by students. No claim upon the Department of Education, school, or staff will be made in the event of loss or damage to a BYOD device.

BYOD Device specifications and other important considerations:

- BYOD devices MUST support 5GHz wireless network specifications 802.11a/n. It must support both 'a' and 'n' wireless network specifications to successfully connect to the school's wireless network.
- Any BYOD device with newer wireless specifications such as 802.11a/c or newer will successfully connect to the school's wireless network.
- The BYOD device should be housed in a sturdy case to protect it during movement by the student.
- The BYOD device should be lightweight.
- Parents or caregivers might consider organising appropriate personal insurance in case of physical failure or damage to the BYOD device.

Bring Your Own Device (BYOD) – Student Acceptable Usage Agreement

Agreement:

1. We have read the Banora Point High School Bring Your Own Device (BYOD) Acceptable Usage Agreement.
2. We understand our responsibilities regarding the use of any BYOD device brought into the school.
3. In signing below, we understand and agree to the Bring Your Own Device (BYOD) Acceptable Usage Agreement.
4. We understand that failing to comply with the Bring Your Own Device (BYOD) Student Acceptable Usage Agreement may result in the BYOD device being disconnected from the school's wireless network and the school's standard discipline procedures being applied.

Name of student:

Year:

Signature of student:

Date: / /

Name of parent/carer:

Signature of parent/carer:

Date: / /

Please sign and return this page to the school.