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| **Yandelora School** | Student Use of Digital Devices and Online Services Procedure |

## **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 a safe, responsible and respectful manner.

## **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**

We recognise the uniqueness of our students and their disabilities and that digital devices are important for their ongoing educational development and provide vital communication options. In consultation with parents and carers, students are invited to use their devices to support their learning programs, with staff ensuring their correct use in all learning environments. Ultimately, students are responsible for their conduct with personal devices and the school will not hold liability for damage or loss where adequate supervision is provided.

## **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. 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 specific period of time.

## **Consequences for inappropriate use**

In the event that a student does not comply with the requirements set out in this procedure may result in one or more of the following, such as:

* Restricting a student's access to the school network may restricted through the EMU tool on the Department of Education portal.
* A referral to the Yandelora School Support Team for further follow-up or intervention
* The student's digital device being confiscated by the Deputy Principal or Principal. Confiscated devices are held in the principal's office until a parent or carer collects the device and consultation in the matter.
* The student is referred to the Assistant Principal or Deputy Principal for ongoing support using electronic devices at a classroom instruction level.
* Guided access or limited access features being applied to the device in accordance to an agreed intervention plan in consultation with parents and caregivers

## **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.

**Abide** by the Privacy Act of 1988 and not contravene this legislation through the use of devices in a manner that may breach this legislation.

**Take responsibility** for their child’s use of digital devices and online services at home such as, the use of online services with age and content restrictions.  
  
**Support** implementation of the school procedure, including its approach to resolving issues. This recognises that devices supplied by the Department of Education New South Wales are offered limited technical support from departmental channels.  
  
**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](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 school events as a volunteer  
  
**Provide** digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork prior to the device being sent to school.

## *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*:

Classroom teachers will guide students of their responsibilities when using various technologies aligned to the expectations set out in our zones of regulation methodologies, agreed individual education plans and school values

*Parents and carers:*

This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.  
  
Parents and carers will be advised via the school newsletter.

## **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.

• **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?**

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| *Be SAFE* |
| • Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details. |
| *Be RESPONSIBLE* |
| • Follow all school rules and instructions from school staff, including when using digital devices and online services.  • Take care daily 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; make sure the devices you bring to school are used for the learning intention that they are provided.  • Use online services in a responsible and age-appropriate way: only use online services in the ways agreed to with your teacher; only access appropriate content and websites and include when using the school’s filtered network.  • 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.  • 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: Specifications required for bring your own devices**

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| **Wireless connectivity**:  All devices provided for the student must be able to access the 5Ghz wireless frequency with a minimum of an IEEE 802.11ac standard  **Operating system**:  ***MacOSX*** *– Must be running at least OS X 10.11: El Capitan- 2015.* ***iPadOS*** *–* Any version  ***Android*** *–* Minimum Android 8.0 Oreo ***iOS*** *– Must be running latest 14.4 version (at time of writing)* ***Windows 10*** *– Windows Update 1809* ***Windows 7, 8 and versions of Windows 10*** *prior to 1809 are not supported We are not a* ***Chromebook*** *school and do not support their use within the school*  **Software and apps**:  Software and applications on a student device should be derived from Individual education plans (IEPs) established in collaboration with the teacher, parents and caregivers.  Applications and software must adhere to the General Purpose Rating (G-Rating). The G classification is suitable for everyone. G products may contain classifiable elements such as language and themes that are very mild in impact. This is derived from the *Department of Infrastructure, Transport, Regional Development and Communication – Australian Classifications.*  In the event an application or software is required that exceeds this classification or for software that has not been classified, exemption is required to me made to the principal of the school for authorisation for use at school.  Illegally obtained copyright material should not be placed in any device that comes onto the school site.  **Battery life**:  Please ensure all devices are brought to school fully charged.  Please ensure that batteries (both internal and external) are in good health and any defects that are recognised are rectified immediately. Repairs on internal batteries and replacements should be from authorised repairers and suppliers.  **Storage and RAM**:  **Windows** - Minimum 4Gb of Ram/128Gb of Storage  **MACOSX** - Minimum 4Gb of Ram/128Gb of Storage  **iOS and OSX** – Minimum 32Gb of internal storage  **Android –** Minimum 4Gb of Ram/16Gb of storage  **Hardware features**:  **Windows 10**  Dual Core Processor (With hyper threading enabled)  **iOS**  Minimum iPad 5th Generation (2017) Not compatible with Apple Pencil  Minimum iPad 6th Generation (2018) Compatible with Apple Pencil  **iPad OS**  Any device with iPad OS will work within the departmental systems  **Android**  Minimum Quad core processor  USB-C or USB-Micro B Charging  **Accessories and other considerations**:  Additional **Augmented and Alternative Communication devices** need to be consulted with principal and teachers prior to being brought into the learning environment of the school. Any associated therapist with the student should communicate with the school prior to providing the device for learning within the educational environment  **Protective Cases** should be suitably sturdy, durable and rugged to meet the repeated physical demands within the school. Some suggestions for cases should be:   * A raised lip around the screen to reduce the likelihood of screen breakages from falls * Rubberised and hard shell composite cases protect devices from sudden bumps and strikes. * Carrying handles or inbuilt stands should be sturdy and built to sustain repeated use * No gems, decorative pieces or choking hazards should be used in the construction of the case * A film or protective sheet is recommended as either integrated with the case or added in addition. Plastic screen protectors **only** with no glass screen protectors.   **Apple Pencils** are encouraged but not essential. Our shared school iPads are compatible with 1st Generation Apple Pencils  **External banks and charging cables** are not to be provided as they do not meet the necessary Work, Health and Safety compliance tagging procedure set out by the WHS Policy from the Department of Education. |

*Reviewed 10/03/2021*