



## EMPIRE BAY PUBLIC SCHOOL DIGITAL DEVICE POLICY

*EBPS will develop a future-focused community of life-long, engaged learners where students feel valued and have a strong sense of belonging, supported by caring and dedicated staff.*

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### STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES

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#### Purpose

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.

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 including the bus. This procedure covers the use of school-provided and personal digital devices and all online services.

- 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.
- 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.

#### Our School's Approach

The Department of Education stipulates that the use of digital devices by primary school students must be restricted during class, at recess and at lunch unless approved by a teacher or principal for an educational purpose, where use forms part of a reasonable adjustment for student learning and wellbeing, or where an exemption has been granted for other reasons.

Our school supports this stance and student personal digital devices, other than BYOD, are not permitted for use during school hours at Empire Bay PS.

#### Students bringing a digital device, other than for BYOD:

- Must have it switched off and hand in to their classroom teacher.
- The digital device is not to be accessed during school time or while on school grounds.
- Consequences for inappropriate use may include:
  - referral to the Assistant Principal and/or Planning Room.
  - restricted access to the school network through the EMU tool on the DoE portal.
  - a meeting with the student's parent or carer.
  - Police and / or Child Wellbeing involvement for serious or unlawful incidents. The device would be confiscated for evidence in this instance.

## **Responsibilities and obligations**

### Students:

- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same. This includes, to and from school and on the bus.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements than those at EBPS.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

### Parents and carers:

- During school hours, parents and carers are expected to only contact their children via the school office.
- 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.
- Switch off, or put their own digital devices on silent, when at official school functions, during meetings and when assisting in the classroom.

### Staff:

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- 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 can 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 (1800811523) and consider mandatory reporting
  - 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 discipline code when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

## **Communicating this procedure to the school community**

This procedure will be communicated with students, staff, parents and carers at the beginning of each year and in school information and induction materials. This document has been developed in consultation with the school P&C.

## **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 - [Complaints, compliments and suggestions \(nsw.gov.au\)](https://www.nsw.gov.au/complaints-compliments-and-suggestions)

## **Review**

The Principal or delegated staff will review this procedure annually.

## **Appendix 1: Key terms**

- 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.
- Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- 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.
- 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 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.
- 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.

## **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.
- 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 self and others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone 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.