

POLICY IMPLEMENTATION DOCUMENT

Student Use of Digital Devices and Online Services - 2023

The Department of Education Student Use of Digital Devices and Online Services policy provides advice to NSW public school communities in managing students' use of digital devices and online services. It promotes the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology. The policy can be found at: <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Kariong Mountains High 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 policy and implementation procedures document 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 document 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 document covers the use of school-provided and personal digital devices and all online services.

Code of Conduct

Mobile phones, iPods, headphones, Bluetooth devices, earphones/buds and other personal music or communication devices are not permitted for use within the boundaries of the school, on excursions or at school carnivals.

If students have mobile phones at school, **they must be switched off or placed in silent mode and secured in their allocated pouch before entering the school grounds.**

Phone Management and Lockable Pouches

- An agreement form is to be signed by students upon receipt of their pouch.
- Students are to enter the school grounds via the front gate only on Festival Drive.
- Students are to present their locked pouch to the duty teacher when being greeted.
- During busy periods, students may be asked to enter in single file.
- A box will be provided for students to place banned phones and damaged pouches.
- Students are expected to check Compass for timetable changes before entering school. Staff are to ensure any changes are made by 8am.
- Four unlocking devices will be available for students for exiting the school.

Exemption application forms for medical reasons are available from the Deputy Principal. **Evidence from a professional practitioner will be required.**

The management of mobile phones on excursions will be at the discretion of the organiser.

If a student does not comply with the above procedures, the following consequences will be applied:

- **1st offence** – submit phone to office, it can be collected at the end of the school day.
- **2nd offence** – submit phone to office, the Deputy Principal will contact home, it can be collected at the end of the school day.
- **3rd offence** – submit phone to office, the Deputy Principal will contact home for parent/carer to collect, 1-week ban.
- **4th offence** – submit phone to office, the Deputy Principal will contact home for parent/carer to collect, 4-week ban, formal suspension caution.
- **5th and subsequent offences** – suspension.

Confiscated phones are expected to be taken to the front office for safe keeping. The student will receive a receipt that is to be presented to the class teacher upon return. The phone can be collected by the student from the school office at the end of the day subject to the conditions listed above.

Parents and carers share responsibility in supporting students to use digital devices and online services in a safe, responsible and respectful way. Following are our recommendations 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's policy
- 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
- switch off or put their devices on silent when at official school functions and during meetings
- provide digital devices that meet school specifications if participating in a bring your own device program and completing relevant paperwork.

Appendix: Glossary of 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.

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.

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.