



### 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

- Digital devices are to be switched off and stored in bags during class time. This includes but is not limited to mobile phones, MP3 players, personal computers, handheld games and video cameras.
- Digital devices are not to be used during or between classes. They are to stay switched off and in bags.
- Bringing a digital device is done so at the students own risk. No responsibility will be taken by Ambarvale High School for stolen, damaged or misplaced devices
- NOTE: there may be appropriate times and places within the school setting where, at the teachers' discretion, digital devices may be used in the teaching and learning process. This is to be negotiated with the classroom teacher and the Head Teacher of the faculty.

### 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.

### Consequences for inappropriate use

- Any student found using a digital device in class time will be asked by their classroom or supervising teacher to return their device to their bag. If a student uses their digital device on a

second occasion their classroom or supervising teacher will store it securely (in the presence of the student) in a mobile phone locker until the end of the period and a Level 1 Sentral incident will be recorded. If a Head Teacher is called because a student refuses to follow the instruction of their classroom teacher, the digital device will be secured in a mobile phone locker and will be returned to the student at the end of the day and a Level 2 Sentral incident will be recorded.

- If a student is found to have used a digital device inappropriately 3 times within a fortnight they will be placed on a behaviour monitoring card by a Head Teacher. Failure to follow the instructions of a Head Teacher will result in a referral to the appropriate Deputy Principal for further disciplinary action for consistent disobedience and a Level 3 Sentral incident will be recorded. Deputy Principal intervention may result in the digital device being confiscated and secured in a mobile phone locker. It will be returned at the end of the school day after consultation with parents and a consequence issued.

### **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 with permission from their classroom teacher 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, including applications (apps) 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 or during meetings.

#### **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:

- The school procedure will be discussed at a whole-school assembly.
- Classroom teachers will inform their students about this new procedure.

Parents and carers:

- 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.