



Woodport Public School

Use of Digital Devices Procedure

Purpose

This procedure guides student use of digital devices and online services at Woodport Public School.

Rationale

Woodport Public School acknowledges the educational value of digital devices in supporting and enhancing educational outcomes and student wellbeing. It also recognises that some students may need to bring a mobile phone or other portable communication device to school for a variety of reasons, including enhancing safety when travelling to and from school. We also recognise devices and services may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways while simultaneously protecting the department's information and ICT infrastructure. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions.

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, 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 in school related activities and outside of school where there is a clear and close connection between the school and conduct of students. This procedure covers the use of school-provided and personal digital devices and online services.

Our School's Approach

Following the Department of Education's policy, mobile phones and some smart watches are not to be used at school. Woodport Public School restricts the use of digital devices by all students during class, at recess and at lunch unless: use is approved by the principal for an educational purpose; an exemption applies; or digital devices and online services are required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption, and this will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Related technology such as portable computer games, iPads and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of digital devices will apply equally to these devices.

Responsibilities

Students are expected to:

- be safe, responsible and respectful users of digital and online services and support their peers to be the same;
- 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;
- hand in, and collect, mobile devices from the front administration office at the beginning and end of the day;
- report any inappropriate use of a device or online service to a member of staff;
- not to use obscene, derogatory or socially unacceptable language while using a digital device;
- not to use a digital device to receive, download or display inappropriate photographs or other material and
- approach the administration office and ask for permission to use the school's phone (after discussion with the class teacher) or a call be made on their behalf should they need to make a call during the school day.

Parents and Carers are expected to:

- 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 observing age and content restrictions;
- contact the school office if they need to communicate with their child throughout the school day and
- read and discuss with their child/ren the ICT and digital device acceptable use agreement before signing and returning to school.

At no time are students to receive a message through a digital device ie. Smart watch. In cases of emergency, the school office remains the only point of contact and can ensure that children are reached quickly and assisted in the appropriate way.

Staff are expected to:

- deliver learning experiences that encourage safe, responsible and respectful use of digital and online services that include but are not limited to:
 - reading and abiding by the terms of service for any online services including age restrictions
 - 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 inappropriate use of digital devices and online services as required by school procedures and departmental policies and
- collect and securely store in the Administration office, devices brought to school by students for the duration of the school day.

NB. The School accepts no responsibility for devices not handed into the office.

Implementation of these procedures

- Teachers will discuss these procedures with students and ensure clear understanding of the guidelines.
- Students will learn about safe, responsible use of digital devices through PDHPE lessons.
- The community will be made aware of these procedures through the school newsletter, P&C meetings and the school website.

Appendix 1 – key terms

Digital Devices

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, but are not limited to, desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Woodport Public School observes NSW Department of Education policies. The procedures outlined in this document align with expectations stated in:

- Student use of digital devices and online services policy – <https://www.nsw.gov.au/education-and-training/digital-citizenship/teaching-and-learning/digital-devices-in-nsw-schools#:~:text=Student%20use%20of%20mobile%20phones,primary%20students%20in%20NSW%20schools>.
- e-safety <https://www.esafety.gov.au/kids>
- the wellbeing framework for schools – <https://education.nsw.gov.au/schooling/school-community/wellbeing-framework-for-schools>