Lynwood Park Public School

Child Protection and Wellbeing: Student Use of Digital Devices and Mobile Phones Policy and Procedures

Last Review Date: June 2023

Rationale

The NSW Department of Education is committed to creating engaging and effective classrooms, and inclusive and safe school communities for all NSW public school students. The Department's **Student Use of Digital Devices and Online Services policy** supports NSW public school communities to manage 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.

Our school procedure must include any mandatory requirements set out in the policy, including any restrictions, the need to make reasonable adjustments and to consider exemptions for individual students.

Primary schools (mandatory)

The use of digital devices by primary school students (personal or school provided) must be restricted during class, recess and lunch unless:

- approved by a teacher or principal for an educational purpose

- use forms part of a reasonable adjustment for student learning and wellbeing

- an exemption has been granted for other reasons.

Principals have discretion to make decisions about student use of digital devices in all other school related settings, including before and after school. Contexts and settings where the policy applies may include:

- before and after school

- on school grounds or in designated spaces

- on excursions and other school events such as camps

- on other educational sites such as TAFE and high schools

Roles, rights and responsibilities

Students, parents and carers, principals, teachers and non-teaching staff all have a role to ensure students use digital devices and online services in safe, responsible and respectful ways.

School Policy and Procedures

Purpose This policy and 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 policy and 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

Usage In accordance with the Department's Digital Device policy, our school must restrict the use of digital devices by primary school students during class, at recess and at lunch unless:

- use is approved by a teacher or the principal for an educational purpose
- an exemption applies
- use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan

Time and Settings Restrictions include:

- student school hours 9am- 3pm
- during class, recess and lunch
- on school grounds or in designated spaces
- on excursions and other school events such as camps

Phones Students are not permitted to have mobile phones on their person nor to use mobile phones during school hours 9am-3pm. Each day, students must hand in their phones to their class teacher who will store the phone in the class storeroom. If, for emergency reasons, students need to bring a mobile phone to school it is again to be left with the class teacher who will maintain its security. Emergency calls for students **must** be directed through the school office. Students can collect their devices, from their teacher, at the end of each day.

Smart Watches A Smart Watch may be worn but the following must be adhered to:

- Settings must be set during school hours (9am - 3pm) so that students are unable to send notifications, receive notifications, take pictures or record.
- Watches are not to have internet access.
- These restrictions also apply during excursions and camps.
- Location setting is allowed.
- Watches are not to be used in an emergency or for communication to parents. All such communication is to be conducted via the office

- SOS is not to be used
- An initial text/form of communication will be allowed on arrival at school 8:30-9am and after school 3pm onwards
- Are not to be used to harass or bully
- If a watch is found to be still active, students will be asked to take it to the office, parents will be called and the student will lose the right to wear the watch to school in the future

Any damage to or loss of a digital device will be the responsibility of the student's parent(s) / carer(s).

Agreement Parents/Carers must notify school that their child has a smart watch and/or mobile phone. Students and parents/carers are to read and sign the school's **'Student Use of Digital Devices and Online Services Procedure Agreement'** that outlines the school's expectations around appropriate, and inappropriate, use of technology. In signing, students and parents/carers acknowledge the school's expectations and accept the identified consequences for any breaches of the agreement. Signatures will enable students to be able to wear their Smart Watch at school, and hand their Mobile Phone to their class teacher.

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

- The student's digital device will be confiscated by a staff member.
- The teacher or principal will arrange a meeting with the student's parent or carer.
- Confiscated devices will be handed to the school office and can be collected at the end the day by a parent or carer.
- Continued non-compliance will result in the school not allowing the watch to be worn or the phone to be brought to school.
- Suspension and possible Police and/or Child Wellbeing involvement will be considered for serious and/or repeated incidents.

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 their classroom teacher who will arrange for their parent or carer to be contacted. The student may speak to their parent/carer if necessary using the office phone. During school hours, parents and carers are expected to only contact their children via the school office.

Complaints If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. This process involves first making an appointment to meet with and discuss any issue with the child's classroom teacher. If the issue cannot be resolved, the next arranged meeting should be with the classroom teacher's supervisor (either the Principal or an Assistant Principal). If the issue still 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).

Responsibilities

It is the responsibility of the Principal (or their delegate) to ensure that this policy is made available to the school community upon request and is reviewed every two years or as necessary.

It is the responsibility of all staff (teaching and non-teaching) to ensure the policy is implemented with fidelity.

Appendices

This section contains links and referrals to forms and sites that may be of use in the development and implementation of the policy.

- Child Protection and Wellbeing: Use of Digital Devices – Key Terms
- NSW DoE Policy: Student use of digital devices and online services
- NSW Department of Education Behaviour Code for Students
- LPPS CPW: Student Rights and Responsibilities
- NSW DoE School Community Charter
- LPPS CPW: Digital Devices and Mobile Phones – Student and Parent Agreement
- LPPS CPW: What is Safe, Respectful and Learner Behaviour when using Digital Devices and Technology

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, smart watches, smart phones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand in order to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

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. 1. It involves the intentional misuse of power in a relationship. 2. It is ongoing and repeated, and 3. 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.

Policy: Student use of digital devices and online services

Advice to NSW public school communities on managing student use of digital devices and online services, including restricting access.

1. Policy statement

1. This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.

2. Every school is required to complete a school digital devices and online services procedure that aligns with this policy, as well as accepted school practices and requirements.

3. Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Exemptions may be granted by a principal or teacher, including allowing students to use a device for an educational purpose or as part of a reasonable adjustment for student learning and wellbeing.

4. Secondary school principals, in consultation with their school community, can restrict or permit student use of digital devices and online services in all school-related settings, including at recess and lunch.

5. School staff are required to consider the needs of their students and their school community when developing their school procedure, including making reasonable adjustments and considering exemptions for individual students.

6. Parents, carers, and, if appropriate, students themselves, can request the principal to provide an exemption from parts of this policy or the school procedure.

7. Principals, in consultation with their school communities, can make decisions about participating in and implementation of a bring your own device program.

8. Principals are to consult students, parents, carers and school staff when developing their school procedure. The student representative council and the parents and citizens association may be consulted as appropriate.

9. School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.

   If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The department's Complaints Handling policy and procedures also provide information and links to other resources to support staff in managing complaints effectively.

2. Audience and applicability

1. All NSW public schools and students

3. Context

1. The department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

2. Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

3. Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

4. Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

5. Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

6. The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

7. This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

4. Responsibilities and delegations

1. Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

2. Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

3. 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

- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

4. Teachers:

- model appropriate use of digital devices and online services in line with departmental policy

- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services

- 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

- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services

- participate in professional development related to this policy.

5. Non-teaching staff, including volunteers and contracted staff engaged by schools:

- be aware of the policy and act in line with the conduct described in it

- report any inappropriate use of digital devices and online services to the principal, school executive or staff.

6. Principals:

- maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services

- develop and implement a school procedure in consultation with school staff, students, parents and carers

- inform staff, including new and casual staff, about school-based procedures

- 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

- support parents and carers understand the strategies that will promote their children's safe, responsible and respectful use of digital devices and online services

- provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure

- monitor and periodically review the suitability of their school procedure.

7. Directors, Educational Leadership:

- support principals to comply with this policy.

5. Monitoring and review

The Executive Director, Digital Learning Information Technology directorate and Digital Learning Portfolio team monitor the implementation of this policy, regularly review its contents to ensure relevance and accuracy, and update it as needed.

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Implementation date   27/01/2020

Last updated   16/03/2023

Publicly available   Yes

NSW | Education

Behaviour code for students
Information for parents/carers and students

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members.
- Follow school and class rules and follow the directions of their teachers.
- Strive for the highest standards in learning.
- Respect all members of the school community and show courtesy to all students, teachers and community members.
- Resolve conflict respectfully, calmly and fairly.
- Comply with the school's uniform policy or dress code.
- Attend school every day (unless legally excused).
- Respect all property.
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools.
- Not bully, harass, intimidate or discriminate against anyone in our schools.

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Telephone interpreter service

If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity.
- Speak and behave courteously.
- Cooperate with others.
- Develop positive and respectful relationships and think about the effect on relationships before acting.
- Value the interests, ability and culture of others.
- Dress appropriately by complying with the school uniform or dress code.
- Take care with property.

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct.
- Negotiate and resolve conflict with empathy.
- Take personal responsibility for behaviour and actions.
- Care for self and others.
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour.

Engagement

- Attend school every day (unless legally excused).
- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Lynwood Park Public School

Child Protection and Wellbeing: Student Rights and Responsibilities

Last Review Date: June 2023

Student Rights and Responsibilities

A right is something which belongs to you and cannot be taken by anyone. We all have the same rights. Responsibilities are things you should do without being told. Some of these things you should do for others and some of these you should do for yourself.

Rights	Responsibilities
I have the right to be happy and to attend a happy school.	I have the responsibility to be pleasant to others and pleased with myself.
I have the right to be treated with respect and politeness.	I have the responsibility to be polite to others and to treat them with respect.
I have the right to be listened to and believed.	I have the responsibility to listen to others and consider their point of view. If necessary I should disagree without being impolite.
I have the right to be safe at all times.	I have the responsibility not to harm others, do dangerous things or be in unsupervised areas.
I have the right to expect my property to be safe.	I have the responsibility not to interfere with, take, damage or destroy the property of others.
I have the right to expect that educational activities will benefit me.	I have the responsibility to be punctual, to attend school every day and to contribute to educational activities so that they will benefit me.
I have the right to obtain maximum benefit from lessons. Other students will not spoil this by their behaviour. The classroom behaviour should be conducive to learning.	I have the responsibility to cooperate with teachers and other students to ensure that lessons proceed smoothly and that I keep up to date with set work and homework. I will not interfere with other student's right to learn.

School Community **Charter**

Collaborative. Respectful. Communication.

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.
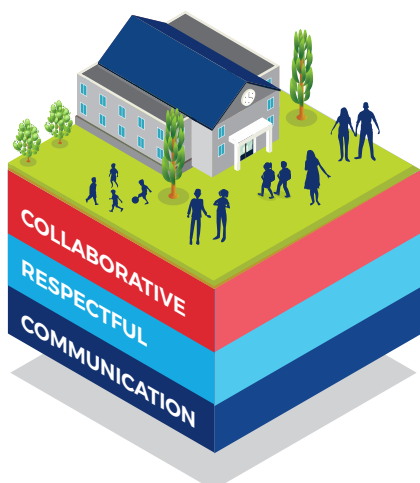
Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.

- Communication from school staff will be timely, polite and informative.

- Professional relationships with school staff are based on transparency, honesty and mutual respect.

- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with **respect**

We **prioritise the wellbeing** of all students and staff

Unsafe behaviour is not acceptable in our schools

We work **together** with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

COLLABORATIVE

RESPECTFUL

COMMUNICATION

We create **collaborative** learning environments

We all play **our part**

We work **in partnership** to promote student learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

COLLABORATIVE

RESPECTFUL

COMMUNICATION
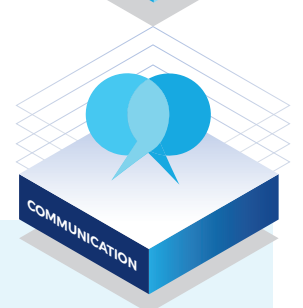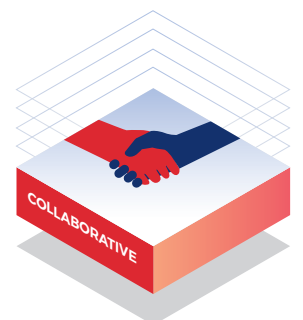
Unacceptable behaviour may include but is not limited to:

· Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
· Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
· Treating members of the school community differently due to aspects such as their religion or disability.
· Inappropriate and time wasting communication.

Collaborative.
Respectful.
Communication.

School Community **Charter**

education.nsw.gov.au

Lynwood Park Public School

Child Protection and Wellbeing: Student Use of Digital Devices and Technology

What is being Safe, being a Learner and being Respectful 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, in appropriate or makes you uncomfortable.

Be a LEARNER
• Follow all school rules and instructions from school staff, including when using digital devices and online services. • Take care with the digital devices you use: make sure the devices you bring to school are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; and take care with the school-owned devices you share with others, so that other people can use them after you. • 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 others. • Do not share anyone else's personal information. • 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.

Lynwood Park Public School

Child Protection and Wellbeing: Student Use of Digital Devices and Mobile Phones

Student and Parent Agreement

Parent/Carer

I _____ have read and understand Lynwood Park Public School's *'Student Use of Digital Devices and Mobile Phones Policy and Procedures'* and agree to abide by the expectations and processes, and the identified consequences for any breaches of the agreement.

My child _____ has a (please circle):

Mobile Phone and/or Smart Watch.

Signature _____   Date _____

Student

I _____ have read and/or listened to and understand Lynwood Park Public School's *'Student Use of Digital Devices and Mobile Phones Policy and Procedures'* and agree to abide by the expectations and processes and the identified consequences for any breaches of the agreement.

Signature _____   Date _____