

Summer Hill Public School

Student Use of Digital Devices and Online Services Procedure

Purpose

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

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student well-being. We also recognise that they may cause harm if used inappropriately and that we need to support our students in using them safely, responsibly and respectfully.

Summer Hill Public School has extensive access to digital devices, which includes the following:

- 2 sets of 30 Chromebooks
- 2 sets of 30 laptops
- A computer lab containing desktop computers
- 2 film kits
- 2 podcast kits
- 30 WeDo Lego coding kits
- 10 iPads in K-2 classrooms
- 10 Chromebooks in Year 2
- 14 iPads shared by music and drama teachers
- Classroom learning is supported by interactive whiteboards (IWB) or equivalent (Promethean panels).
- Bring Your Own Device (BYOD) is encouraged for students in Years 5-6

The Department of Education and [eFlo Computers](#) provide IT support to our school, ensuring prompt response to all technical issues.

Scope

This procedure provides a consistent framework for students' safe, responsible, and respectful use of digital devices and online services. It sets out the shared responsibilities of school staff, students, parents and carers, and manages potential risks to student safety and well-being.

The procedure covers student use of digital devices and online services in all school settings. This procedure covers using school-provided and personal digital devices and all online services.

Our School's Approach

Summer Hill Public School uses a variety of software and hardware to deliver authentic learning experiences. Students can use devices during class for educational purposes when instructed by the teacher. Devices cannot be used at recess, lunch, or before and after school unless approved by a teacher or principal.

When requested by the teacher, students in Years 5 – 6 can bring a device to school for educational purposes. Upon arrival to class, student devices will be signed into their classroom and stored in a safe place. All classrooms are locked when vacated to ensure all devices are secure. Students are responsible for safely using their devices by ensuring they are handled carefully, not loaned to peers, and used in designated learning area. The principal must approve student use of devices when attending excursions and camps.

Digital devices are not permitted at recess, lunch and during class time unless a student requires a digital device or online service for medical reasons or to support reasonable adjustments needed in their individual education plan.

Electronic devices that are not suitably designed to enhance student learning and engagement, such as mobile phones and smartwatches, must be set in [school mode](#) or switched off and left in student school bags.

Upon arrival to school, students may hand mobile phones labelled with their name into the school office. If they choose not to hand in their phones/smartwatches, they must be switched off and kept in their school bag at their own risk.

Exemptions

An exemption applies for the use of digital devices and online services when required for medical purposes, or as part of a student's personalised learning and support plan.

Teachers will review possible student exemptions at stage team meetings with advice from the learning support team, Principal and Assistant Principals.

Consequences for inappropriate use

When a student does not follow the Student Internet and Technology Usage Agreement, the incident will be communicated to parents and reviewed by the classroom teacher, assistant principal, and, if required, the school principal. Any breaches of this agreement are addressed as a major incident. Our school [Student Behaviour Support and Management Plan](#) outlines procedures to follow when any behaviour incident occurs.

Responsibilities and obligations

The Summer Hill Learning Community shares the responsibility to maintain safe behaviour when using all school and personal devices. Any contact between parents/carers and students should go via the school office.

The following is a list of the expectations of our community.

For students

- Be safe, responsible, and respectful users of digital devices and online services, and support their peers in doing the same. See Appendix 2
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Sign the Code of Conduct Internet and Technology Usage Agreement.
- Communicate respectfully and collaboratively with peers, school staff, and the school community, and behave in the ways described in the [Department of Education's digital devices and online services for students](#) and our school's student well-being guidelines.
- Ensure they use their Student Portal email account for educational purposes only.

For parents and carers

- Recognise their role in educating their children and modelling the behaviours underpinning the safe, responsible and respectful use of digital devices and online services.
See Appendix 2
- Support the 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 the use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [2024 School Community Charter](#).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications to enable student participation in a bring-your-own-device (BYOD) program and complete related paperwork.
- Ensure that Smartwatches are disconnected from all communication services such as phone calls, text messaging and internet access

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices. This includes:
 - Establish classroom expectations for use of digital devices and online services in line with this procedure and departmental policy.
 - Identify strategies that ensure all students can engage in classroom activities, making reasonable accommodations for students without parent consent to digitised learning.
 - If a student has not followed their online agreement, classroom teachers will revisit the student's technology agreement to discuss their choices. The teacher will highlight and date the area on the Internet and Technology Usage Agreement as

- a future learning goal. Frequent reminders will require parents to review the contract and initial. Device privileges are adjusted for a time determined by the classroom teacher.
 - Use the Department of Education [AssessedIT](#) services to ensure all learning platforms have been screened and are approved by the Department for use in the classroom.
 - Ensure that, where recommended, parent permission is obtained before their child is instructed to use a website for learning purposes.
 - Ensure that students are provided individualised passwords suited to their grade level.
 - Educate 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:
- Report 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](#).
- Work with the school, [Department of Education's Cyber Team](#) and the Office of the [eSafety Commissioner](#) (if necessary) to resolve serious online bullying and image-based abuse cases.
- Follow this Student Use of Digital Devices and Online Services Procedure when responding to inappropriate student behaviour using digital devices or online services.
- When a student has not followed their Internet and Technology Usage Agreement, the teacher will highlight and date the area on the document, listing it as a future learning goal. This is sent home for parent review. Device privileges at school can be adjusted for a time determined by the classroom teacher, assistant principal or school principal dependent on the incident.
- Support parents and carers to understand strategies that promote their child's safe, responsible, and respectful use of digital devices and online services.
- Participate in professional development on the use of digital devices and online services appropriately.
- Use the Department of Education's learning platform [Risk Assessment Tool](#) to determine suitability for learning and where necessary, obtain parent permission before use. Update parents and guardians when a new learning platform has been introduced.

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.

Communicating this procedure to the school community

Students will be informed about this procedure through their classroom teacher.

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 regarding the use of digital devices and online learning platforms, they should follow our community guide to contact our school. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key 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.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

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.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education 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.

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 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 teachers and learning support 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 fully charged each day and 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.
- Make sure the devices you bring to school have the latest software installed.
- 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.
- Do not use online services to buy or sell things online 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.
- Respect the privacy of everyone's personal information.
- Ask before taking a photo or video of anyone.
- Reflect on digital messages before pressing send. Ensure it is helpful, constructive, kind.
- Be an upstanding when someone shares messages or content that could cause harm including things that are:
 - inappropriate,
 - offensive or abusive.
 - upsetting or embarrassing to another person or group
 - considered bullying
 - private or confidential
 - harmful software.

Appendix 3: Specifications required for bring your own devices

Wireless connectivity:

The Department of Education's secured wireless and filtered Internet.

Operating system:

Devices must be able to run the current version of its operating system (e.g Windows devices must be running current versions of Windows 10, Mac devices should be running later versions of Mac OS). Chrome operating system should have at least v72 for optimal results. This will ensure that security updates are up to date and not going to put both the student's device and other devices on the network at risk.

Software and apps:

The device must have antivirus installed and up to date, however, the operating systems have built in antivirus which is sufficient for the department.

No apps or software is required as student work will be on web based platforms such as GoogleSuite (this includes Google; classroom; Documents; Slides; Sheets). Students also have access to email and OneDrive via their DET PORTAL.

Battery life:

All devices must be fully charged upon arrival at school. Students will be unable to charge their device at school. Make sure the battery lasts a 6-hour school day Modern processors devices can help stretch battery life further.

Memory and RAM:

Minimum of 4GB - Aim for at least 8GB for most general-use laptops. Cloud Based storage is used for students' work.

Ergonomics:

It is recommended that a device with a 9-14 inch screen size is ideal for ease of use and portability however this is not a requirement. Ensure that the device is light enough for transport to and from school (recommended no heavier than 1.5kg)

Accessories required:

Headphones

Other considerations:

A protective case is strongly recommended for device transport to and from school.