

## Digital Devices and Online Services Procedure

### Purpose

This procedure guides student use of digital devices and online services at our school.

Karabar 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 disruption to learning and impact wellbeing 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/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

At Karabar High School we are preparing students for a successful future focussed career pathway and expect them to act like responsible young adults who use and understand mobile phone and digital device etiquette at all times. Students are expected to bring their laptop to school fully charged each day. Student laptops should be used for the purpose of learning. **We expect that mobile phones/listening devices are to be switched to silent mode during class time and put away.**

### Exemptions

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

### Consequences for inappropriate use

Students will be given a clear reminder at the beginning of each lesson to have their phones on silent and for phones/listening devices to be put away. Any student who chooses not to follow this direction will be expected to attend a detention with the teacher. A follow up phone call will be made to the parent/carer to advise them of the incident. Further indiscretions will result in Head Teacher detentions and contact with the parent/carer. If Deputy Principal intervention is required students may be asked to keep their phone/listening device at home for a period of time or face further consequences in line with the NSW DoE Discipline Policy and/or the NSW DoE Suspension and Expulsion from School Policy. Students who use their laptop inappropriately will also be

subject to the above and may be asked to complete written work or research work using other methods.

### Contact between students and parents/carers during the school day

Should a student need to make a call to a parent/carer during the school day, they must:

- approach the administration office and ask for permission to use the school's phone; or
- contact their parent/carer during break times (11:00am-11:30am and 1:30pm-2:00pm)

If parents/carers need to contact their child at school, they:

- must contact their child via the school office on 6298 4333 during class time; or
- may contact their child directly during break times (11:00am-11:30am and 1:30pm-2:00pm)

## Responsibilities and obligations

*Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.*

### 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 [NSW DoE Behaviour Code for Students](#).

### For parents/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 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 [NSW DoE 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 the school's [BYOL Program – Laptop Specifications](#).

### 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.
  - 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.
  - 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/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 will be informed about this procedure through the school website, Compass and year meetings.

Parents/carers will be advised via the school website and Compass. 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/carer has a complaint under this procedure, they should contact the school to outline the issue. If the issue cannot be resolved, please refer to the [Department’s guide for parents, carers and students about making a complaint about schools](#).

### **Review**

The Principal or delegated staff will review this procedure annually.

## Appendix 1: Key terms

**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.

**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.

## 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 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, 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 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 fully charged each day and are stored appropriately when not in use.
  - Understand that you and your parents/carers are responsible for any device damage, repairs or IT support.
  - Make sure the devices you bring to school have the latest software installed.
  - Take care with any school-owned devices 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, 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 else. 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.