Gosford Public School

Student Use of Digital Devices and Online Services Procedure

# 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

As part of our strong and ongoing commitment to Future Focused teaching and learning practices, Gosford Public School has implemented a Technology for Learning (T4L) initiative, which commenced in Term 1 2022. This initiative is school-wide with all students K-6 having the opportunity to participate.

Depending on the individual learning requirements of each class, students will have the opportunity (not compulsory) to participate by bringing a personal technology device (that meets school specifications) into school to ‘value add’ to their learning, unit of work, or time specific teaching and learning experiences. Some classes may be completing work that lends itself to the use of a personal technology device for an extended time period, while others may only require the use of personal devices during a particular unit of work or short project.

The T4L initiative refers to students bringing a personal technology device to school to use for educational purposes under the direction of a teacher. For the purposes of T4L at our school, a **‘device’ means a privately owned wireless tablet/laptop/notebook computer.**

The school will provide the ability to connect **compatible** devices to a filtered Department of Education internet service which will provide safe, secure internet access for students.

There are many reasons for T4L at Gosford Public School. These include:

* Bridging the gap between school and home
* Personalised and differentiated learning, e.g. Using Google Classroom as a platform and a variety of apps to produce quality pieces of work, accessibility and options to adjust to learners’ needs
* Augmenting best teaching practice by redefining and modifying what students can do
* Allowing students more control/ownership of their learning
* Building student organisation skills and sense of responsibility
* Fully Engaging students in learning activities

Gosford Public School is sensitive to the fact that not every family may be able to access a device for use. It is important to note that students unable to access their own technology, will still be able to access technology at school, with the school having both fixed and portable devices available for student use.

For successful access to the Department of Education internet, strict adherence to device specifications is required. These are set out on the adjoining page. We encourage you to refer to the device technology specification sheet when determining if your child’s device is suitable. Students will be using their device primarily to access the internet, complete set work using Google Apps for Education, as well as using other web-based applications.

Technology for Learning is part of an evolution of technology use and our school is leading the way. Developing and maintaining students that are well versed in Digital Technologies is a key area that Gosford Public School believes will set students up for future success.

Please Note: Gosford Public School has made the decision **that mobile phones, smart phones and smart watches will not be accepted** as part of the school T4L Initiative.

## Storage

Students will need to house their device in a sturdy case for protection and take their device home each night so that they can be charged.

## Usage

When at school, students should only use their device to access classroom related activities. T4L devices will not be used before/after school or during break times in the playground. Students will comply with teachers’ requests to turn off the device during periods of explicit instruction. Students should not take photos, video or sound recordings of other students and members of staff without their knowledge and consent. They are not allowed to transmit or post photos, video or sound recordings taken at school without the expressed permission of a teacher.

## Consequences for inappropriate use

Gosford Public School uses behaviour supports to help students learn how to behave in safe, responsible and respectful ways. NSW public school staff must follow the School Behaviour Support and Management Plan when supporting students who show behaviours of concern. A copy of this plan can be accessed on the school website and via the front office.

Breaches of Student Use of Digital Devices and Online Services procedures or violations of school or class rules involving a student’s personally owned device may result in appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

The school reserves the right to inspect a student’s personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device.

## Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and 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.

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

Should a student need to make a call during the school day, they must approach the administration office 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

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 Behaviour Code for Students.
* Take full responsibility for their own device. While every effort will be made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school.
* Charge the device prior to bringing it to school each day. It should be capable of running off its own battery while at school. Desired battery life is 6 hours minimum.
* The student will use the school’s filtered wireless network. Mobile phones or smart watches are not considered T4L devices. Use of 3G - 5G wireless connections are not allowed.
* Store the device in a sturdy case for protection.
* Ensure their device has up-to-date anti-virus software installed.

## 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 with age and content restrictions.
* Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 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 where a school is participating in a bring your own device program and complete any related paperwork.

## 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 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 will be informed about this procedure by their classroom teacher and through messages delivered by the Student Representative Council (SRC).

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 complaint process. 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.

**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.

**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.

# 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.
* Read all pop-up notifications carefully each time before clicking OK or NEXT.
* 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.
* 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 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.
  + Only share your device with others after getting permission from the teacher
* 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, 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.

# Appendix 3: Specifications required for T4L bring your own devices

**Hardware Specifications -** The device **MUST** meet all the following requirements

|  |  |
| --- | --- |
| Form Factor | Laptop, hybrid (touch screen notebook), Chromebook Device, or Tablet. |
| Physical Dimensions | * Minimum Screen Size: 9.7” * Maximum Screen Size: 17” |
| Operating System (OS) | * Microsoft Windows 10 or 11 * Apple macOS 10.14 (Mojave) on newer * Apple iOS 11 or greater * Android 10 or greater * Chromebook version 90 or greater |
| Battery Life | Recommended advertised battery life of six hours or more |
| Wireless Capabilities | Device must have 5GHz 802.11n support  This may be advertised as:   * Wi-Fi 6 * Wi-Fi 5 * Dual Band Wireless * 802.11ac * 802.11ax * Gigabit Wireless   Note: Devices marketed as “802.11bgn” probably do not support the required standard. |
| Additional Requirements | * Maximum weight: 1.8kg (strongly encouraged) * Minimum RAM: 4GB, 8GB+ (preferred) * Minimum Storage: 128GB, Solid State Drive - SDD (strongly encouraged) * Accidental loss and breakage insurance (strongly encouraged) |

**Functional Specification -** The device must also meet the following functional requirements pertaining to application software

|  |  |
| --- | --- |
| General Education Software | Web browser:   * Google Chrome 90 or newer * Microsoft Edge 90 or newer * Firefox browser 96 or newer * Safari browser 14 or newer     • Word Processor, Spreadsheet & Presentation Package: Examples include Microsoft Office Suite, Google Apps (Chromebooks).    *Microsoft Office and Adobe products are provided to all DEC students free of charge. These are most compatible with Microsoft Windows and can be downloaded through the Student Portal*. |
| Back up | Cloud or USB based backup solution  Students must ensure that their files are regularly backed up. Note that not all “cloud” based solutions will work through the DOE network. |
| Security/Virus Protection Software | Current and reputable security / virus protection software. A declaration will need to be signed and returned to school. This will be sent home in due course. |

Appendix 4: Student Use of Digital Devices and Online Services – Gosford Public School Student Usage Agreement

Students must read and sign the T4L Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal. It is recommended that parents/carers explain the details of this agreement to their child.

I agree that I will abide by the school’s Technology for Learning policy and that:

 I will use school owned technology and the department’s Wi-Fi network for learning.

 I will ensure that my own device is running up to date: anti-malware software, application software versions and patched operating systems.

 I will use my device during school activities at the direction of the teacher.

 I will not attach any school-owned equipment to my device without the permission of the school.

 I will use my own portal/internet log-in details and will never share them with others.

 I will stay safe by not giving my personal information to strangers.

 I will not hack or bypass any hardware and software security implemented by the department or my school.

 I will not use any school or my own device to knowingly search for, link to, access or send anything that is:

* offensive
* pornographic
* threatening
* abusive (or)
* defamatory (insulting)
* considered to be bullying.
* gambling

 I will report inappropriate behaviour and inappropriate material to my teacher.

 I understand that my activity will be monitored by the school and the school reserves the right to access the internet history on the device.

 I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

 I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.

 I understand and have read the limitations of the manufacturer’s warranty on my device, both in duration and in coverage.

 I have read the Responsilibities and Obligations for Students section and agree to comply with the requirements.

 **I have reviewed the Technology for Learning Device Requirements/Specifications document and have ensured my device meets the minimum outlined specifications.**

  I have read and will abide by the NSW Department of Education [*Online Communication Services – Acceptable Usage for School Students*](https://detwww.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml?level)*.*

Date: \_\_\_/\_\_\_/\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the presence of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name                                 Parent/Caregiver name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature                                    Parent/caregiver signature

Appendix 5: Bring Your Own Device (BYOD) Responsibilities

# All students participating in the BYOD program must take responsibility for the use of their device whilst at school. The school will not take responsibility for any damage to or theft of my device.

# **Operating system and anti-virus:**

Students must ensure they have a legal and licensed version of a supported operating system and of software. Student’s devices must be equipped with up-to-date anti-virus software.

# **Software Updates:**

Students and their parents/caregivers are responsible for ensuring their programs are kept updated. This process will need to be completed at home, as the school network will not allow updates to occur during school hours.

# **NSW Department of Education Wi-Fi network connection only:**

Student devices are only permitted to connect to the department’s Wi-Fi network while at school. This is a secure and filtered Wi- Fi service and there is no cost for this service.

# **Battery life and charging:**

Students must ensure they bring their device to school fully charged for the entire school day.

No charging equipment will be allowed at school or supplied by the school.

# **Theft and damage:**

Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department of Education.

# **Confiscation:**

Students’ devices may be confiscated if school staff believes that a device may contain data which breaches the BYOD Student Agreement and parents will be contacted.

# **Maintenance and support:**

Students are solely responsible for the maintenance and upkeep of their devices. Technical Support will not be provided by the school, however assistance with connection to the schools Wi- Fi will be provided.

# **Ergonomics:**

Students should ensure that they are comfortable when using their device during the school day, particularly in relation to screen size, sturdy keyboard etc.

# **Data back-up:**

Students are responsible for backing-up their own data and should ensure this is done on a regular basis.

# **Insurance/warranty:**

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for their device.

# **Downloading Software:**

Students and their parents/caregivers are responsible for downloading the required software onto their device. If you would like assistance of the teacher, appropriate software may be downloaded at school under teacher supervision only.

