FIGTREE PUBLIC SCHOOL

# STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURES

# Student Use of Digital Devices and Online Services Procedures 2020

## Purpose

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

This policy will provide clear guidelines for the use of ICT resources to promote a safe learning environment and to further equip our school community with the knowledge and skills to become responsible digital citizens.

## Scope

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 to technology brought to school by students

If a student needs to bring a mobile phone to school, they are to place it in the locked box inside Mr Lloyd's storeroom. Students can then collect their phones at the end of the school day.

Currently, students are not permitted to bring their own laptops or iPads to school.

## Exemptions

An exemption from parts of this procedure can be requested by making contact with the principal.

## Consequences for inappropriate use

Any violations of these guidelines will immediately result in disciplinary action, including and not limited to losing account privileges and computer access.

## 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 first approach their class teacher and then 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

**For students:**

*Act Responsibly*

- Demonstrate ethical behaviour in the digital world.
- Use technology in an appropriate manner - only use technology for set tasks and make sensible decisions online and offline.
- Follow the established rules surrounding technology and take responsibility for my actions.
- Notify the teacher if I encounter any problem or error while using technology.
- Understand that the school and the NSW Department of Education can see anything that I send or receive.
- Not change any settings on school computers, iPads or devices.
- Store any mobile phone brought to school in the locked box in Mr Lloyd's room.

*Act Respectfully*

- Demonstrate respectful digital behaviour - be courteous, use appropriate language and be respectful of myself and others.
- Not use technology in a harmful, degrading, or inappropriate manner.
- Demonstrate consideration of, and respect for technological resources and use them appropriately.
- Only use online material I have permission to use, understand copyrights and give credit to any sources used.
- Respect and accept this agreement and report other students who don't.

*Act Safely*

- Act safely in the digital world to prevent harm to myself and/or others.
- Work to have a balanced, healthy lifestyle relationship with technology.
- Protect myself and others by reporting negative behavior.
- Ensure the privacy of my own information and keep my name, address, telephone number and email details safe.
- Inform an adult immediately and not respond if I am subjected to any form of cyberbullying.

**For staff:**
- Any school ICT equipment borrowed by staff overnight or longer must be signed out and staff take full responsibility for this equipment outside of school and ensure it is secured while at school.
- Loss or damage to school ICT equipment must be reported to the Technology coordinator immediately.
- When using technology equipment, teachers must ensure that all iPads, laptops and devices are present and functional at the beginning and conclusion of each session.
- Staff are responsible for all digital technology in their care ensuring safe and secure use and storage. This includes; classroom computers and peripherals, iPads, laptops, robotic devices, printers, charging equipment.

- Teachers must closely monitor student use of ICT, especially the Internet, at all times.
- Any breaches of the student guidelines will be dealt with by the teacher in the first instance and in alignment with the Student Welfare policy and procedures.

**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.
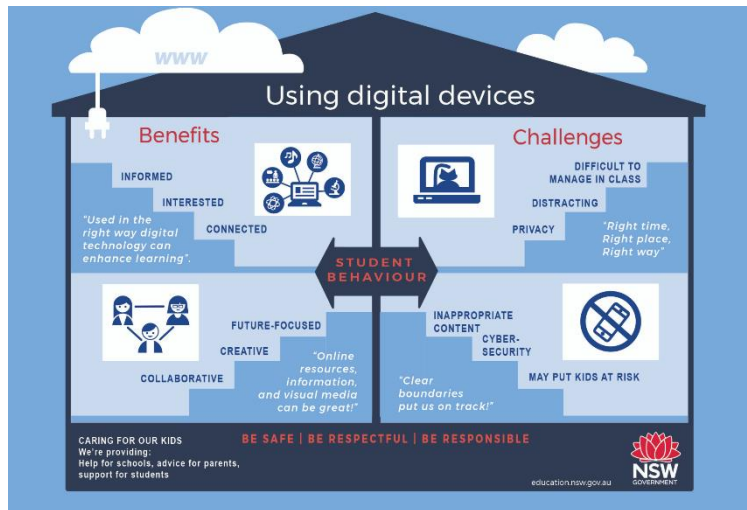
## Communicating this procedure to the school community

**Students:**
- Student preferences will be explored via a Student Representative Council meeting.
- Classroom teachers will inform their students about this new procedure.
- Students will complete a user agreement at the start of each year.

**Parents and Carers:**
- Parent and carer preferences will be explored via a P&C meeting.
- Parents and carers will be advised via the school newsletter.

<p style="text-align:center"><strong><u>Technology User Agreement</u></strong></p>

**Student Contract**

I am a digital citizen. I will be responsible, respectful and safe when using digital technology. I understand that I will use computers, iPads and other devices at Figtree Public School.

I will:
- keep my personal information safe
- keep my password private
- tell a teacher if I find anything that upsets me, is mean, rude or not allowed at our school
- use the computers and devices safely and respectfully
- ask my teacher if there is something that I am not sure about
- use technology to help me learn
- be kind when using digital technology
- follow the teachers' rules when using technology
- not bring mobile phones or my own laptop or iPad to school

Name: _____

Dear Parents and Carers,

At Figtree Public School, the Technology and Innovation Team have been reviewing the processes and policies around digital citizenship. This is to ensure that all students are equipped with the necessary skills to be responsible, respectful and safe digital users of technology.

Please find attached a copy of the Technology User Agreement for Figtree Public School.

We highly value our partnership with parents, carers and community members and encourage the shared responsibility for conveying the standards addressed in the Technology User Agreement. It is an opportunity to discuss and reinforce appropriate and responsible technology use at school and at home.

If you have any questions or would like any more information, please do not hesitate to contact the Technology & Innovation Team.

Kind regards,
Ms Wannell, Mrs Burton and Mrs Darby                                    Melissa Harding
Leaders of Technology & Innovation                                              Principal

# Technology User Agreement

**Student Contract**

Digital Citizenship is having the knowledge, skills and attitudes needed to demonstrate responsible, respectful and safe behaviour when using technology or participating in digital environments. I understand that I will use a number of ICT devices, computer facilities and other technology at Figtree Public School. While using computer equipment, the Internet and related technologies, I will:

## Act Responsibly

- demonstrate ethical behaviour in the digital world
- use technology in an appropriate manner - only use technology for set tasks and make sensible decisions online and offline
- follow the established rules surrounding technology and take responsibility for my actions
- ask the teacher if I encounter any problem or error while using technology
- understand that the school and the NSW Department of Education can see anything that I send or receive
- not change any settings on computers, iPads or devices
- store any mobile phone that I bring to school in the locked box in Mr Lloyd's room (Stage 3) or with Mrs Osborn (other stages)

## Act Respectfully

- demonstrate respectful digital behaviour - be courteous, use appropriate language and be respectful of myself and others
- not use technology in a harmful, degrading, or inappropriate manner
- demonstrate consideration of, and respect for technological resources and use them appropriately
- only use online material I have permission to use, understand copyrights and give credit to any sources used
- respect and accept this agreement and report other students who don't

## Act Safely

- act safely in the digital world to prevent harm to myself and/or others
- work to have a balanced, healthy lifestyle relationship with technology
- protect myself and others by reporting negative behaviour
- ensure the privacy of my own information and keep my name, address, telephone number and email details safe
- inform an adult immediately and not respond if I am subjected to any form of cyberbullying

Name: _____

Signed: _____

Date: _____

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Kind regards,

Mrs Darby, Ms Wannell and Mrs Burton                                    Melissa Harding
*Leaders of Technology & Innovation*                                          *Principal*