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 these services 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.

For further information regarding NSW DET schools digital device policies visit: https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471

Our School's Approach

Kitchener Public School promotes the safe, responsible and ethical use of ICT. Students have access to electronic devices through infants/primary allocation. This allocation supports the school's ability to appropriately manage how portable devices are managed in regards to location, duration and purpose.

Kitchener Public School limits and monitors our student's access to devices by restricting usage to mostly classroom settings. We 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 principal for an educational purpose. The school's electronic devices are not used by students outside of school hours.

Kitchener Public School acknowledges the importance of cyber safety in our increasingly connected world. Our students are educated about the safe, responsible and ethical use of ICT and are provided with strategies to manage unsafe situations when accessing online services.

Before using a school device students must read/have read to them the KPS User Agreement (appendix 5) and be given an orientation lesson to the school computers and their use.

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURE

Exemptions

Kitchener Public School understands that students may need to bring digital devices to school for reasons related to safety and practicality. In these situations, students must check their electronic devices into the office for safe keeping before school and collect them at the end of the day. Office staff will safely store students' electronic devices, but the school holds no liability for electronic devices that have not been signed in at the beginning of the day. Students will sign their device in and out in the office using our digital devices register. Phones and devices will be locked in the office and we will not be responsible for any damaged or lost phones/smart watches/tablets etc. Digital devices such as laptops, ipads and desktop computers are provided at school for educational purposes. Personal laptops and tablets are not to be brought by students. See appendix 3 for sign in process.

Use of digital devices are permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered 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. Medical documentation supporting the need should be included with requesting an exemption.

Consequences for inappropriate use

If students bring a digital device to school and do not follow school procedures outlined in appendix 3 this will result in a parent or carer being contacted to discuss the situation. The device will remain with the student and not be confiscated by staff.

Students who are in breach of the Kitchener Public School User Agreement (appendix 5) will have their DET account disabled for an appropriate amount of time determined in consultation with the student, principal and IT co-ordinator. The length of time is on a case by case basis and aligned with the school's existing behaviour policy. Once the student has reviewed and demonstrated they understand and can agree to the User Agreement their account will be reactivated with all previous 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:

Approach the administration office to 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.

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 through an orientation lesson and student handout.

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 u*sing 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.
- ☐ 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.
    - o Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
    - o Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
    - o Make sure the devices you bring to school have the latest software installed.
    - o 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.
    - o Only use online services in the ways agreed to with your teacher.
    - o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
    - o 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:
    - o inappropriate, offensive or abusive;
    - o upsetting or embarrassing to another person or group;
    - o considered bullying;
    - o private or confidential; and/or
    - o a virus or other harmful software.

Appendix 3: Storage of digital devices and storage agreement.

The following are the instructions communicated to the school community and students regarding the procedure and storage of students personal digital devices that are brought on school grounds.

Students must bring their device to the front office when they arrive at school. 8:45am is the earliest time.

Devices should not be delivered or collected during learning time.

Students must read or be read the instructions and agree to the terms.

The device must be switched off and no accessories attached.

Student will complete the sign in form with the following:

Date:

Name:

Device description

Sign in

Sign out:

KPS staff take no responsibility of lost, cracked or broken devices. Student's bring their devices to school at their own risk and should have permission from their carers.

Students must take responsibility to collect their own device from office staff at 3:15pm by the same student who signed it in. If the device is not collected it will remain locked in the office until it is signed out by the student. Devices are to remain switched off during school hours 8:45 to 3:15pm. Contact with parents and children within this time can be made through the front office by calling 49902974. Consequences for breaches of this system our outlined in a separate part of this document.

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STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURE

KITCHENER PUBLIC SCHOOL

Students must bring their device to the front office when they arrive at school. 8:45am is the earliest time. Devices should not be delivered or collected during learning time.

Students must read or be read the instructions and agree to the terms. The device must be switched off and no accessories attached.

Student will complete the sign in form:

DATE	NAME	DEVICE DESCRIPTION	SIGN IN	SIGN OUT

KPS staff take no responsibility of lost, cracked, or broken devices. Students bring their devices to school at their own risk and should have permission from their carers. Students must take responsibility to collect their own device from office staff at 3:15pm by the same student who signed it in. If the device is not collected it will remain locked in the office until it is signed out by the student. Devices are to remain switched off during school hours 8:45 to 3:15pm. Contact with parents and children within this time can be made through the front office by calling 49902974. Consequences for breaches of this system our outlined in the schools Technology Policy.

Appendix 4: Specifications required for bring your own devices – NA

Appendix 5: Student digital device user agreements.

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Primary School Acceptable **Email** Usage Agreement **Stage 2 & 3**

1. I will send emails to do with my learning.
2. I will write emails carefully and thoughtfully and to the best of my ability.
3. I will not email my password to anyone.
4. I will tell a teacher if I think someone knows my password or has accessed my e-learning account.
5. I will tell a teacher if any email I receive asks for personal information about myself or others.
6. I will tell a teacher if I receive an email which asks me to; meet telephone or accept presents.
7. I will not send or forward emails which:
   - contain bullying messages
   - are sent to me in confidence
   - have an attachment or virus which can damage a computer
   - are chain mail or hoax emails
   - spam
   - contain unacceptable or unlawful material or remarks
   - contain inappropriate images
   - contain lies or negative information about others
8. I will not open attachments without the permission of a teacher.
9. When at school, I will not send emails to an address outside the school without teacher permission.
10. I understand that my e-learning account can be checked and traced by supervisors at any time.
11. I understand that I am responsible for the emails sent from my account.

I _____understand that:
The content of my email can and will be accessed by teachers and IT staff as needed.

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURE

The consequences for breaching the policy will be in line with our school discipline policy and can result in my account being locked for an appropriate amount of time.

Students are encouraged to use their browser at home to search for the DEC Student Portal. Once in the portal, their Internet searches are protected with the same Internet safety filters provided at school.

Primary School Acceptable **Technology** Usage Agreement **Stage 2 & 3**

1. Be responsible for what happens in my e-learning accounts.
2. Keep my password secret, not to try and learn other people's passwords and not use other people's passwords.
3. Take care with and not modify any Department of Education and Communities' technology without permission.
4. Use technology, the Intranet and Internet for learning and with the approval of a teacher.
5. Access the Internet via the DEC Student Portal . (the DEC filters protect both the students and the school network)
6. Not give out personal information about myself or others.
7. Not search for or forward inappropriate sites, information or images.
8. Not to cyberbully or forward cyberbullying messages or images.
9. Comply with copyright laws and acknowledge the creator or author of the work.
10. No memory stick brought to school is to contain games or be used to upload to the school network without teacher permission.
11. Publish, send or upload information only with teacher permission.
12. Report: cyberbullying, inappropriate content, damage to -equipment or breaches of security as soon as possible.
    To report speak to a teacher, parent or carer. For advice you can visit the E-safety kids website: https://www.esafety.gov.au/kids

I _____understand that:
The content of my logon can and will be accessed by teachers and IT staff as needed.
The consequences for breaching the policy will be in line with our school discipline policy and can result in my account being locked for an appropriate

amount of time.

School Acceptable **Microsoft Teams/Seesaw/Google classrooms** Usage Agreement for **Stage 2 & 3**

Purpose:
The purpose of our Microsoft Teams/Seesaw/Google Classroom is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates. In Microsoft Teams/Seesaw/Google Classroom, school staff can assign work to the students digitally, without paper. Microsoft Teams/Seesaw/ Google Classroom is accessible from any digital device with internet access and a web browser.
Students are expected to read and adhere to the points outlined below.

Safety:
1. Do not share personal information such as e-mail, home address or phone number.
2. Only login using your own username/login and password.
3. During 'learning time', you will be expected to use Google Classroom/Microsoft Teams to access, complete and submit learning. You should not use this time to access other content on the internet unless it is for the learning that is being done.
4. Ask permission of a parent/carer when accessing content on different websites or apps.
5. When submitting images, sound clips or video, make sure that these are appropriate for the learning task. Check with you parent/carer if you are unsure.

Respect:
6. Your G Suite account (Microsoft Teams and Google Classroom) and Seesaw account are to be used for learning and not for social purposes.
7. Be polite, friendly, and encouraging in any communication with school staff and other pupils.
8. Send polite and responsible messages and think carefully about how online messages affect others.

Comments:
(Comments by pupils may be enabled for pupils to comment or provide feedback on any learning tasks they have been set.)
9. Make sure your comments are about the learning and that they make sense. Be sure to check and edit comments if necessary.
10. Be aware that any comments deleted by pupils are still visible to school staff.
11. Avoid using text language like 'u' for 'you', etc.
12. Do not use strings of exclamation or question marks: one '!' or '?' will do.
13. Try to correct your spelling mistakes.
14. Use capital letters in the correct places: proper nouns (names of people and places, the beginning of a sentence, and for the pronoun, 'I'. Please don't use ALL capitals.
15. Use punctuation correctly: full stop at the end of a sentence, space after a full stop and comma, etc

I _____understand that:
The content of my logon can and will be accessed by teachers and IT staff as needed.
The consequences for breaching the policy will be in line with our school discipline policy and can result in my account being locked for an appropriate amount of time.

Infant School Acceptable **Technology** Usage Agreement **K-2**

The Password Promise
I will never share my password.
I will never try to learn someone's password. I will never use someone's password.

The Internet Promise
When going on the Internet, I will follow the DEC Student Portal rules:

- **NO**

to looking for, reading, sending or linking to anything rude, scary or unkind

- **GO**

to a responsible adult if I see anything rude, scary or unkind

- **TELL**

a responsible adult about anything I receive, send or read that makes me feel

uncomfortable

I promise I will use school computers to learn.

I promise I will take care of school computers.

I promise I will use school computers as the teachers asks and I will do my

best.

I _____ understand that I will not be allowed to use the school computers if I break these rules and promises.

KITCHENER PUBLIC SCHOOL

Infant School Acceptable **Email** Usage Agreement **K-2**

I promise to only email KPS students or teachers when I am at school.

I promise I will only email if I have permission from a teacher.

I promise I will only use words that are kind and friendly.

I understand that emails are sent using the Internet.

I promise to STOP, BLOCK and TELL if an email makes me feel scared, sad or uncomfortable.

I understand that I will not be allowed to use computers at school if I break these promises.

I _____ understand that I will not be allowed to use the school computers if I break these rules and promises.

Students are encouraged to use their browser at home to search for the DEC Student Portal. Once in the portal, their Internet searches are protected with the same Internet safety filters provided at school.