

VINCENTIA HIGH 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. This procedure builds upon Vincentia High School's response to digital devices to support the NSW government policy banning mobile phones in NSW schools. Research on the use of digital devices in classrooms has revealed that phones used in an unmonitored manner have a significantly negative impact on student engagement and learning.

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 they may cause harm if they are used inappropriately and that we need to support our students to use them in safe, responsible, and respectful ways.

All students are actively engaged in their education through challenging learning experiences. With a focus on consistency and inclusivity, our students will graduate from Vincentia High School with the knowledge and skills required to achieve individual success in their future pathways.

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, parents and carers. It also provides a framework to manage potential risks to student safety and well-being.

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 personal digital devices and all online services.

Our School's Approach

Disconnect to Reconnect

bundjala-nj bulwal (we think strongly)

Mobile phones and associated digital accessories are not to be used during school hours. When students enter through the school gate, students must secure their phones away in a pouch which is locked on entry and placed in their bags. At the end of the day, students will be able to unlock their pouches at designated unlocking stations.

Every student will be assigned a personal phone pouch. Students will be asked to sign that they understand our expectations for mobile phones and digital accessories. It is each student's responsibility to bring their pouch with them to school. Students who do not bring their pouch to school will be required to take their mobile devices to the office so they can be locked in a safe in the office. Students who lose or damage their pouch will need to replace it at a cost of \$20. Until then, their phone will either need to be kept at home or locked in the school office.

Vincentia High School recognises the benefits of technology to support learning. As part of our mobile phone procedure, we will ensure that adequate technology is available for students to maintain engagement in learning activities under the supervision and guidance of teaching staff.

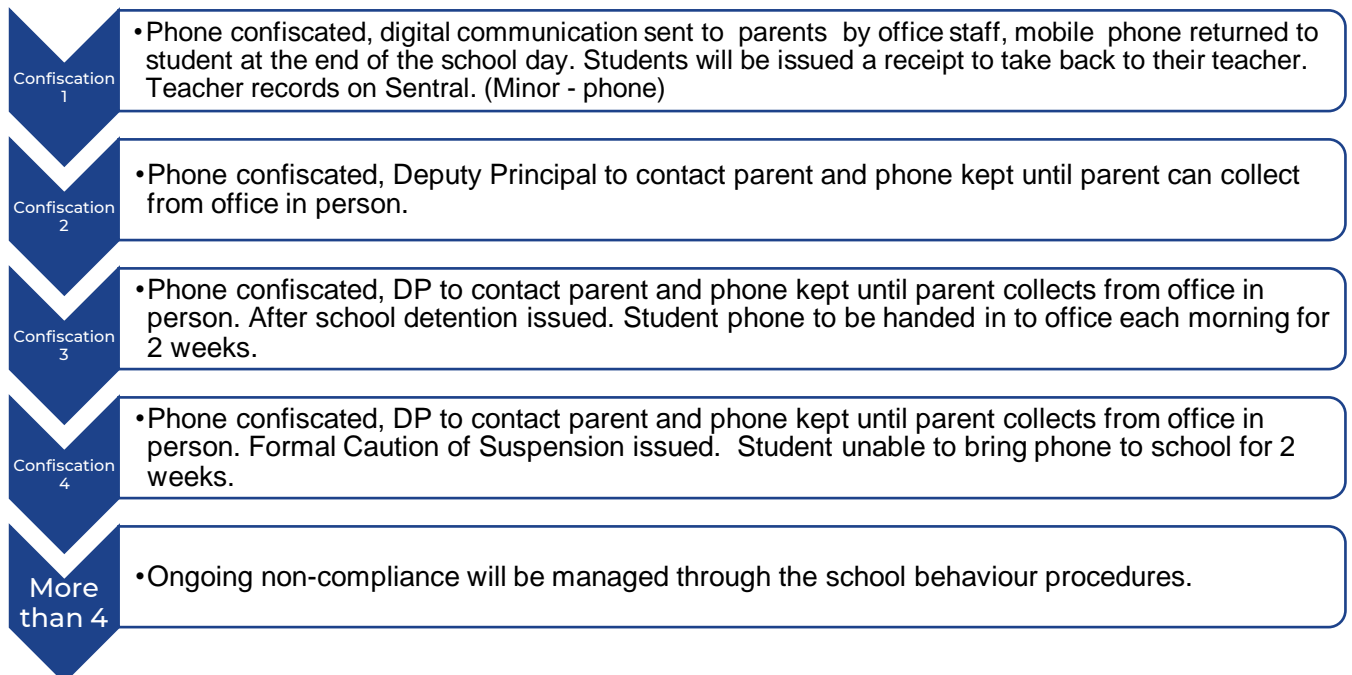
Consequences for inappropriate use

Students are responsible for following this procedure and ensuring that their phone is off, locked and away upon entry into school until exit at the final school bell.

Students who have their phone sighted will be asked to take their phone to front office to be locked in the safe. Students will be issued a receipt to return to their teacher.

If a student refuses to take their phone to the office, classroom teachers will contact their Head Teacher to ensure students take their phone to the office. This will be followed up by an entry on Sentral for non-compliance. A Deputy Principal will be called upon to collect the phone and speak to the student if a student refuses the classroom teacher and Head Teacher instruction.

Students who have their phone confiscated will be issued the following consequences:



Exemptions

Exemptions to any part of this procedure may apply for some students in specific 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.

Reasonable adjustments can be made as part of individual learning plans if a student requires a digital device on online service for medical reasons. This will be permitted during specific pre-approved times and students will be given a card indicating their requirements. Usual consequences will apply if student are using their phone outside of the exemptions listed on the card.

Any family who believes that their student/s requires an exemption should apply to the student's managing Deputy Principal via email sent to Vincentia-h.school@det.nsw.edu.au. In this email you should outline your reasons for requesting an exemption and how access to the phone will support student learning, engagement, and wellbeing.

Contact between students and parents and carers during the school day

As parents, there are times when you need to contact your child during the school day. A call to the office is appropriate and always welcomed. Messages are delivered to students promptly. In general, mobile phones are not necessary for communication to and from students during school hours and we ask that this be respected by all.

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 to contact a parent or carer.

NOTE: Students should advise their place of employment that they will be unable to access their phone during school hours. Employers who need to contact students regarding work arrangements will have to leave a message on the student's messaging service or call the school.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility. Together we can ensure that our school environment is focused on positive learning experiences.

For students

- Be safe, responsible and respectful users of digital devices and online services, and support your 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 you play in educating your children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services. Useful resources can be found at the e-safety Commission. [Parents | eSafety Commissioner](#)
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for your 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 your digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

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 used 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 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 policy and procedures 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 assembly, promotional posters, google classroom posts, email, and School Facebook.

Parents and carers will be advised via the school newsletter, an information evening and our official school Facebook page. 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?

PERSONAL BEST

- 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.

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.
- 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.

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.



Student Phone Pouch agreement

- 1. I understand that I must turn my phone off and place it in the pouch on arrival at school.
- 2. I will not try to open the pouch during the school day without teacher consent, unless for exemption purposes
- 3. I understand that I should remain in possession of my locked phone pouch and phone at all times and Vincentia High School is not responsible for lost or damaged phones.
- 4. I understand that if the pouch is lost or damaged, I will be asked to pay for the replacement cost of \$20
- 5. I understand that phones or associated devices found outside of phone pouches will be confiscated.
- 6. I understand that I will be allowed to open the phone pouch at the end of the school day at an unlocking station.

By signing this agreement, I agree to all of the terms and conditions above.

Student name

Pouch allocation number _____

Signature

Date