Gosford High School

Integrity- Excellence - Spirit

Diversity - Opportunity

STUDENT USE OF DIGITAL

DEVICES & ONLINE SERVICES

PROCEDURES

This contains essential information for students.

Please become familiar with this document and retain for future reference.

Please acknowledge Appendix 4 by ticking each box in agreement then sign and return the document to the Administration Office.

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

Electronic communication used positively potentially enhances learning opportunities. Gosford High School expects all students to responsibly use and manage electronic communication devices.

Technology is a key part of our daily lives and digital technology skills are important for learning and preparing our children and young people for life beyond school.

We also need to support our students to use technology in safe, responsible and respectful ways.
- Students are responsible for their own communication devices. The school accepts no responsibility for loss or damage.
- Phones must never be used for bullying. It is illegal to send inappropriate or threatening messages or images via mobile phones.
- If a phone has a camera, taping or video facility, it is not to be used within the school grounds or at the train station or bus stop at any time, without the express permission of the teacher and students in the context of a learning experience.
- Communication devices must be turned off or on silent in all formal group situations.
- Mobile phones are not allowed to be used as calculators in formal assessment tasks.
- Mobile phones are not permitted to be used in examinations and assessment tasks.
- If a student is found to be using mobile phones during examinations or assessment tasks they will be penalised.
- On excursions, camps and sporting visits, the teacher-in-charge will inform students of regulations governing communication device use.
- In an emergency and other times throughout the day students may need to contact or be contacted by parents or caregivers. This should be done through the front office rather than through mobile phones to ensure support for the student and clear lines of communication.

- Students are not to phone parents/friends to come and pick them up from school unless formally done through the front office.
- Phones are not to be used in sick bay.
- Use of digital devices is permitted at recess and lunch.

Gosford High School's Bring Your Own Digital Device Program aims to improve student learning experiences both in and out of the classroom. The program provides considerable freedom to students in their choice of device. The school does so with the expectation that students will make good decisions with regard to their personal use of technology. The use of digital devices allows individualised learning and classroom access to a dynamic learning environment. The Bring Your Own Digital Device Program is compulsory, however, students who do not have a device will still be provided with the opportunity and access to an academically challenging and diverse curriculum.

A device refers to a variety of technology including smartphones, smartwatches, laptops and ipads. No device is to be out in class, unless explicitly instructed to do so by the classroom teacher as part of the teaching and learning occurring in the lesson.

The BYOD Digital Device and Online Services Procedure needs to be read and the Student Agreement signed before students are permitted to bring their device to school and connect it to school facilities.

Any questions should be addressed to the Head Teacher Technology or Deputy Principal.

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.

Consequences for Inappropriate Use
Standard school discipline procedures apply for misuse of the device contrary to this procedure or other school rules. Examples of action the school may take in cases of misuse include:

- The device is taken to the Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device.
- Permission for the student to bring their device to school pursuant to the BYOD Digital Device and Online Services Procedure is revoked.
- Conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the schools discipline procedures.

Contact between Students and Parents/Carers during the School Day
Should a student need to make a call during the school day, as a result of illness they must:
- Approach the administration office where contact home will be made.

During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and Obligations

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.
- 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 their school email account and also school assemblies and year meetings.

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 Complaints Handling Procedure.

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.

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 school.

Appendix 2: Specifications Recommended for Bring Your Own Devices

Device Recommendations	
Physical Dimensions	Any Chromebook, Windows or Apple Tablet , iPad or Laptop
Operating System	Windows 10,11 or Apple Macintosh
Processor	Duel core Intel
Memory	4GB min
Wireless Compatibility	Must have wireless
Battery Life	6 hrs
Storage	128 GB hard drive (unless tablet device)
Protective casing	Preferred
Additional Recommendations	Backup Media e.g. USB flash drive

Appendix 3: Behaviour Code for Students

Behaviour code for students

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:
- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect
- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety
- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement
- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Download the Student use of digital devices and online services

https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471