Glenwood High School

Student Use of Digital Devices and Online Services Policy and 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.

This procedure is to be read in conjunction with the Department of Education's Student use of digital devices and online services policy. This procedure applies equally to all digital devices, as defined in Appendix 1.

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 devices, BYO devices and all online services.

Our School's Approach

Glenwood High School provides staff and students with access to a range of technologies. These are provided in various locations around the school, and include (but are not limited to) printers, WIFI and internet access, Interactive White Boards (IWBs), and managed computers. In addition to this, we have a BYOD program that enables students to bring a personal device for the purpose of engaging with digital lessons. During the school day, students will have the opportunity to engage with digital learning experiences and resources at the direction of a teacher. Students are expected to engage with these opportunities safely, respectfully, and responsibly. While students may use their devices during recess and lunch, they are responsible for ensuring that their device is able to be used for educational purposes throughout the whole school day.

At Glenwood High School, we provide Wireless Access Points (WAPs) in each classroom. This enables students to access the internet from their BYODs across the school. This access is filtered through the DET proxy and the ET4L firewall. These tools are intended to assist students in avoiding unsafe content while online. Therefore, the internet is only to be accessed via the school's WAPs, and not other methods such as hotspotting. Students must also avoid using technologies such as Virtual Private Networks (VPNs) to bypass the school's proxy and/or firewall.

We recognise the value of digital learning tools and experiences in our school. These tools are used throughout the curriculum to aid and enrich learning experiences. In order to engage with digital learning experiences, students are responsible for ensuring that their BYOD is at school, fully charged, each day. During the day, students are responsible for the care of their device. The school recommends the use of protective cases for student BYODs.

All approved BYO devices at Glenwood High School are laptops, as laptops generally have the hardware and software capabilities to engage in a wide range of educational activities. While mobile smartphones are allowed at school, they do not meet the criteria to be used as a BYOD. Therefore, mobile smartphones and similar devices are not to be used without specific permission from a staff member, and only for a specified educational purpose.

All devices brought to school are the responsibility of their owner. While the school will take all possible measures to assist in the case of lost, stolen or broken devices, we accept no responsibility or liability for these devices.

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

While digital devices and learning activities are recognised as being important to enhancing educational outcomes at Glenwood High School, they also have the possibility for inappropriate use. Inappropriate use of digital devices includes any use that is not approved by a teacher for an educational purpose. Some examples could include, but are not limited to:

- Use in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Bullying, intimidating or otherwise harassing others.
- Recording of conversations, including lessons, without the knowledge and permission of those involved in the conversation.
- Downloading or otherwise accessing inappropriate materials.
- Storing inappropriate and/or illegal files on the school network.
- Use that is in breach of the law.

Students engaging in inappropriate use of digital devices will be subject to the school's wellbeing and discipline procedures. Consequences for misuse of digital devices can include, but are not limited to:

- Having access to the school's network facilities and/or internet access restricted or withdrawn.
- Confiscation of the digital device, as per the Department of Education's Confiscation of student property guidelines.
- Applying disciplinary provisions.
- In the case of possible illegal activity, reporting the matter to the police.

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

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.
- Use digital devices for appropriate, educational purposes at the direction of staff members.
- Report any incidents involving inappropriate use to a staff member.
- Protect their personal information and digital identity, including their account details.
- Connect to the school's WAPs exclusively while at school.

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 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 information sessions presented to them at various stages during their time at school. Information will also be placed on the school's website.

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

Insert definitions if required. A sample list is provided below.

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.
- ☐ 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: Specifications required for bring your own devices

Wireless connectivity: The Department of Education wireless network operates on the 802.11n 5GHz standard. Devices must meet this standard at a minimum to be able to connect.

Operating system: Windows 10 or Max OSX (most recent version)

Software and apps: BYODs must have software that enables office functionality, such as MS Office 365 or similar. They also must have a third party antivirus program installed.

Battery life: Student devices must come to school fully charged each day, and should have a battery capable of 6hrs of normal operation. Please note that due to WHS concerns, charging of student devices is not available at school.

Memory and RAM: Student devices should have a minimum of a 128GB HDD or SDD. Device should have a minimum of 4GB of RAM, with 8GB preferred.

Hardware features: Devices must have a mechanical keyboard, and a built in camera and microphone. The display size should be no smaller than 11 inches.

Ergonomics: Devices should weight no more than 2kg.

Accessories: We recommend a carry case for protection of the device while at school. Please also be aware of the terms of warranties and/or insurances for the device, as the school does not accept responsibility for loss of breakage. We also recommend external storage such as an external hard drive or USB flash drive to transport files and create backups.

Appendix 4: Student use of digital devices agreement

See next page.

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Innovation *Opportunity* *Diversity* *Success*

Student Use of Digital Devices Agreement

Please tick your Year box:

Year 7 ☐   Year 8 ☐   Year 9 ☐   Year 10 ☐   Year 11 ☐   Year 12 ☐

BYO Device Make/Model: …………………………………………………….

Student name: ………………………………   …………………………………………
                              Given name   Family name

Parent/Carer name: ………………………………   …………………………………………
                              Given name   Family name

I have read the Glenwood High School Student Use of Digital Devices and Online Services policy and procedure, and understand the included responsibilities.

As a parent I understand that my child will be responsible for abiding by the Glenwood High School Student Use of Digital Devices and Online Services policy. I have read and discussed them with my child, who understands his/her responsibility in the use of a digital devices and online services at Glenwood High School. I hereby give permission for my child to engage with learning opportunities involving digital devices and online services as outlined in the policy.

………………………………….   …………………………………….
Student Signature   Parent/Carer Signature

Date: ___/___/_____   Date: ___/___/_____

Office Use Only

☐   Meets hardware requirements   ☐   Meets software requirements

Authorised by: …………………......   …………………………………   ____/____/_____
                     Name   Signature   Date