



Artarmon Public School

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Artarmon Public School

McMillan Rd

Artarmon NSW 2064

Digital Devices & Online Services 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.

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

The school provides all digital devices and online services needed at school. **Artarmon enforces an 'Off and Away' approach to personalised devices including phones and smart watches. These devices can be kept in students bags at their own risk, however, must be switched off during the school day.** To help students demonstrate their responsible use of technology, we require students and parents to read and sign our schools Digital Devices and Online Services Procedure that outlines the school expectations around appropriate and inappropriate use of technology.

Consequences for inappropriate use

- The student is reminded of Stop-Think-Act or other self-regulation technique.
- The student is referred to the Assistant Principal or Deputy Principal.
- The student's access to the school network is restricted through the EMU tool on the DoE portal.
- The teacher or principal arranges a meeting with the student's parent or carer.
- Confiscated devices are handed in to the school office and can be collected at the end the day.



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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 and collaboratively as outlined in the 2018 School Community Charter (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>).

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
- 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.
- 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.

Communicating this procedure to the school community

Students:

- Classroom teachers will inform their students about this procedure.

Parents and carers:

- This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.
- This procedure is communicated to families at the start of every year and families are required to read and sign with their child/children

Review

The principal or delegated staff will review this procedure annually.



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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, inappropriate 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.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
- 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; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.

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: 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.