

Purpose

As we enter a new era of education with the new National Curriculum, schools are required to assist students to develop their future focused learning skills. Baulkham Hills North School values the rich learning experiences that interactions with technology facilitates. The promotion and advancement of these interactions is core to the school's educational philosophies.

This curriculum mandates 21st century learning for all schools across Australia. Therefore, the focus is on helping students to learn to be effective and independent lifelong learners in our modern and rapidly changing world. Anywhere, anytime learning relates to students developing the skills they will need to respond and adapt to what lies ahead in their future lives.

Our school provides students access to a range of digital devices (personal or school provided) including a BYODD program, to develop their skills as future focused learners in a safe and secure environment. At BHNPS we acknowledge the educational value of digital devices and online services in supporting and enhancing educational outcomes and student well-being.

This new procedure will guide student use of digital devices and online services at BHNPS and support them in safe, responsible and respectful learning experiences. By providing students with a comprehensive ICT program in their early schooling, we hope to establish a firm foundation for all our students to be successful as a global citizen and be prepared to face the challenges of our ever-changing digital and connected world.

[Department's Policy](#) – link

Scope

Our School's Approach

Primary schools must restrict the student use of digital devices during class, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

This new 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. BHNPS's general approach to the use of digital devices and online services will depend upon the educational purpose or learning requirements in a range of contexts and settings as specified below.

The 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 the use of school-provided and personal digital devices and all online services.

Consultation

The following procedures have been developed in consultation with staff, parents and students and may be subject to annual review. Please refer to BHNPS procedures regarding:

- School agreements outlining BHNPS's expectations around appropriate and inappropriate use of technology that help our staff, parents and/or students to understand and demonstrate their safe, respectful and responsible use of technology including our BYODD program in Years 4-6;
- Using BYODD iPads and school devices (iPads, laptops, desktops, robotics etc) to support learning needs;
- Before and after school procedures for BYODD students;
- Break time procedures, including breaks during inclement weather, for BYODD iPads;
- BHNPS Before and After School Care and Vacation Care procedures for BYODD iPads;
- Procedures for using devices in other school spaces other than classrooms, during excursions, for reflections or assessments, at other school events;
- Procedures for the storage of BYODD iPads;
- Exemptions from parts of this policy or the school procedure.

Consequences for Inappropriate Use – Range of Interventions

- The student is reminded of school expectations, to reflect on behaviour and to make better choices.
- The student is given a warning from a teacher or other staff member.
- 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.
- The student's digital device is confiscated by a staff member. Confiscated devices are returned at the end of class.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Contact between students and parents and carers during the school day

Students are not permitted to have a cellular device of any kind on their person during the school day. Students must hand these devices into the school office at the beginning of each day and retrieve them before returning home. Should a student need to contact a parent or carer 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

- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code 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.

For Parents and Carers

- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.
- 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 2020 School Community Charter (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/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.

For the Principal, Executives 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; and 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; and 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, Visitors 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:

Classroom teachers will inform their students about this new procedure.

Parents and carers:

These procedures will be distributed to parent and carers at the start of each school year.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools.

(<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Review

The Principal or delegated staff may 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.
- 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, 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.
- 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 and 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; and 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: 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.

Appendix 3: Specifications required for bring your own devices

Wireless connectivity:

At least 2.4Ghz

Operating system:

12 or later

Software and apps:

See core list

Battery life:

Full battery as no recharging stations are available at school

Storage and RAM:

Minimum 32GB

Hardware features:

Case and screen protector is required, At least 9.7 inch screen (no mini iPads)

Accessories and other considerations:

Name BYODD iPad with SURNAME then School YEAR or class.

Include a photograph of the student.

iMessage and FaceTime turned off.