Yarrawarrah Public School Technology Policy
Updated March 2022

Purpose

At Yarrawarrah Public School we believe that digital technology and online services are rich resources for gaining, sharing, and communicating information which will support the learning of our school community. 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 policy 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 policy 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 policy covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

It is the school's policy that ALL internet access by pupils in school related-settings, including on school grounds, at school-related activities and/or with school-provided digital devices is to be for educational purposes and under the guidance and direction of teachers and the principal.

Students must:

- Use only their personal e-learning account
- Use their internet and email accounts for educational purposes only
- Keep passwords secure
- Use only passwords that are not obvious or easily guessed
- Close all windows and log off after use
- Say NO to using the computer to find, read or send anything rude, scary, or unkind

- Go to a responsible adult and tell them if they receive anything that makes them feel uncomfortable
- Value and take care of all technology in or belonging to the school
- Co-sign a contract with their parent/carer to agree to abide by the school digital technology policy
- Keep any personal digital devices in their bags (at their own risk)

Students must not:
- Reveal personal information about themselves or others when communicating online or by email e.g. telephone numbers
- Publish the email address of another person without their permission
- Use personal digital devices (e.g. mobile phones) during school hours without the permission of a teacher or the principal.
- Hold the school accountable for the loss or breakage of personal devices brought to school
- Use digital devices during class, at lunch or a recess unless: use is approved by a teacher or the 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.

Exemptions

Exemptions to any part of this policy may apply for specific students in exceptional 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

Students should be aware that:
- Any material accessed and used from the internet must be acknowledged and copyright respected
- Students are held responsible if they allow others to use their e-learning account.

- The misuse of internet or email services will result in disciplinary action which includes, but is not limited to, the withdrawal of access to services
- This policy is supported by the school's Student Wellbeing Policy and the Anti-Bullying Policy

Contact between students and parents and carers during the school day

Should a student need to make a call or contact someone outside school 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 students 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, policies 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's policy and 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 school 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 policy 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 of policy and incidents of inappropriate use of digital devices and online services as required by school policies and 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 and act in line with the department's policy and this policy.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this policy to the school community

Students will be informed about this policy through a review of the policy in class.

Parents and carers will be advised via the school newsletter.

This policy 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 policy, 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 school.

Review

The principal or delegated staff will review this policy annually.

Kyleigh Nash

Principal

Endorsed by

P&C President and Committee

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 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 schools.

Yarrawarrah Public School
Opportunity and success in a nurturing environment.

Appendix 2: What is expected student behaviour in line with the school rules?

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 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 online bullying 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.

Be AN ACTIVE LEARNER

- □ 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.

Yarrawarrah Public School
Opportunity and success in a nurturing environment.

Agreement for students using online services

The staff of Yarrawarrah Public School support student equity of access to both information and

information technology.

We are aware that while every precaution is taken to avoid access, unacceptable material may be

encountered while using the internet.

Yarrawarrah Public School has developed a school Digital Technology Policy for students and staff.

You are asked to read the attached policy and if you have any concerns, please contact the school.

Digital Technology Policy Agreement

I have read and discussed the issues raised in the school's Digital Technology Policy with my child.

My child understands the requirements of the Digital Technology Policy and the consequences of

not following the Policy.

Parent/Carer's Name: _____

Parent/Carer's Signature: _____

Date: _____

Student: _____ Class: _____

Student Signature: _____