



SAFE AND REASONABLE USE OF DIGITAL DEVICES PROCEDURES

*Tamworth High School is an inclusive centre of innovation,
creativity and excellence*

Policy Development Timeline

Task	Responsibility	Date
Initial Drafting	Sam Langston	21 st January, 2020
Senior Executive Proofing	Daniel Wilson, Megan Marshall	23 rd January, 2020
Executive Proofing and Ratifying	Head Teachers	18 th February, 2020
Implementation	Whole Staff	28 th April, 2020

Version Control

Version Number	Changes
1 03/02/2020	<ul style="list-style-type: none">• Drafting of policy• Review and feedback from whole staff

INTRODUCTION

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.

RATIONALE

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.

KEY TERMS

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.

- *Educational purpose* is any use approved by school staff that supports student learning, wellbeing and educational outcomes
- *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 procedures and the school digital devices and online service procedure. This includes Principals, Deputy Principals, Head Teachers, Classroom Teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

OBJECTIVES

- To increase student engagement in the educational content of their prepared lessons
- To alleviate ambiguity in regards to mobile phone usage during school hours
- To ensure equity in management of mobile phones for all students

IMPLEMENTATION

General Responsibilities for All Staff, Students and Parents

- To understand and comply with all requirements of Safe and Reasonable Use of Digital Devices procedures

Student Responsibilities

- To use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same
- To follow all directions regarding Safe and Reasonable Use of Digital Devices during school hours
- Understand that legal responsibility for the care of student mobile phones falls to the student whilst on school grounds
- To understand and comply with the Department of Education *Student Use of Digital Devices and Online Services Procedures 1st Jan 2020*

Parents/Carers Responsibilities

- 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 their student in their compliance with the Safe and Reasonable Use of Digital Devices procedures
- 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
- Communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter

Classroom Teacher Responsibilities

- Model appropriate use of digital devices and online services in line with departmental procedures
- To follow the procedures of Class Time storage of mobile phones in a consistent and equitable manner to ensure all students are able to engage with their lesson content effectively
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental procedures and any statutory and regulatory requirements
- Support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services
- Participate in professional development related to this procedure.

Non-Teaching Staff (Inc. Volunteers and Contracted Staff) Responsibilities

- To be aware of the procedures and act in line with the conduct described in it
- To report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with

Head Teacher Responsibilities

- To support Classroom Teachers in their implementation of the Safe and Reasonable Use of Digital Devices procedures, including but not limited to ensuring all aspects of the procedures are implemented in a fair and equitable manner for all students
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online

services as required by school procedures, departmental procedures and any statutory and regulatory requirements

- To undertake the key responsibilities of the Head Teacher in relation to the procedures that underpin the Safe and Reasonable Use of Digital Devices procedures (i.e.: contact with parent/carer and follow up discipline process)
- Support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services

Deputy Principal Responsibilities

- To support Head Teachers in their implementation of the Safe and Reasonable Use of Digital Devices procedures, including but not limited to ensuring all aspects of the procedures are implemented in a fair and equitable manner for all students
- Model appropriate use of digital devices and online services in line with departmental procedures
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental procedures and any statutory and regulatory requirements.
- Provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure
- Support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services

Principal Responsibilities

- Maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services
- Develop and implement a school procedure in consultation with school staff, students, parents and carers
- Inform staff, including new and casual staff, about school-based procedures
- Model appropriate use of digital devices and online services in line with departmental procedures
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental procedures and any statutory and regulatory requirements
- Monitor and periodically review the suitability of their school procedure.

COMPLAINTS

If a student, parent/carer or staff member has a complaint under this procedure, the Department of Education complaints process will apply. 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>).

STRATEGIES TO ENCOURAGE AND SUPPORT SAFE AND REASONABLE USE OF DIGITAL DEVICES

- Digital Device Storage solution in all classrooms for the collection and storage of devices during class time
- Consistent implementation of both Safe and Reasonable Use of Digital Devices procedures and school discipline procedures and procedures
- Compliance with the Department of Education *Student Use of Digital Devices and Online Services*

Procedures

- Digital Devices are not be used in areas that may breach Child Protection procedures such as gyms and toilets. In these areas, excluding toilets, Digital Devices will be stored in the Digital Device Storage.
- Students are to comply with this procedure at all times, ensuring their device is not utilised for any activities that would breach this procedure. This includes, but is not limited to
 - Harassment of other persons
 - Engaging in any activities that would be considered unlawful
 - Any activity that would violate Child Protection policies of the Department of Education
- If a student is suspected of being in possession of any digital materials on their device that would be deemed unlawful or evidence of an unlawful activity the school retains the right to confiscate the digital device whilst waiting for guidance from NSW Police, NSW Department of Education Incident Reporting Hotline or NSW Department of Education Legal Branch.

EVALUATION

The Principal and Deputy Principals are responsible for reviewing this procedure and its effectiveness at least every three (3) years

PROCEDURES FOR SAFE AND REASONABLE USE OF DIGITAL DEVICES

School based procedures work most effectively when students are aware that staff are invested in their education and there is an active and respectful working relationship between the school and their parents/carers

Procedures needed to ensure that Tamworth High School

- An expectation of safe and reasonable use of digital devices clear and apparent in all lessons
- Has procedures for acknowledging compliance with this procedure
- Has strategies for dealing with non-compliance with procedures by students including application of the school discipline procedures and Behaviour Code for Students
- Has strategies for dealing with non-compliance with procedures by staff as outline in the Department of Education Code of Conduct

Management of Digital Devices in the Classroom

- Each classroom at Tamworth High School will have a Digital Device Storage solution installed
- Digital Device Storages must be maintained in good working order and any damage to be reported to relevant persons as soon as able
- At the beginning of the lesson the Classroom Teacher will follow the below procedure
 - Arrive at class in a timely manner, preferably prior to student arrival at the classroom
 - Unlock the Digital Device Storage solution and make the storage cubby accessible for students on a desk near the classroom door
 - Classroom teachers are to follow classroom procedures for the beginning of a lesson (i.e.: students entering the classroom, calling of roll etc)
 - Whilst marking the roll and commencing the lesson the Classroom Teacher is to invite students to store their digital device in the storage cubby at the front of the room
 - If a student declines to place their digital device in the storage cubby the device is not to be used or removed from the students chosen storage for the remainder of the lesson. If the student removes their digital device, even if not using it, the Digital Device Storage solution will be unlocked and student directed to place the digital device inside. The Classroom Teacher will then secure the Digital Device Storage.
 - At the conclusion of the lesson the Classroom Teacher will unlock the Digital Device Storage solution and place the storage cubby in an area easily accessible by students as they leave the classroom

- Students will only collect their own digital devices. Students are NOT to collect a digital device that they do not own.

Use of Digital Devices Outside Class Time

- Students are permitted to use their digital device for personal use during the following times
 - Before school
 - Recess
 - Lunch
 - After school
- Students are permitted to use their digital device whilst moving between classes if they are moving in an expedient manner. If students are seen to be not moving to classes in the most efficient manner the issue will be dealt with under the Attendance procedures and consequences for truancy.

Non-Compliance with Procedures – Students and Staff

- If a student fails to comply with reasonable instructions of the above process (7.2.iii.e) the following process will be followed
 - Student to be placed on a Classroom Teacher Monitoring Card, as per the school discipline procedures
 - Faculty Head Teacher to make phone contact with the parent
 - Both Classroom Teacher and Faculty Head Teacher to record initial incident (CT) on Sentral Wellbeing and the parental phone contact (HT)
 - If a student continues to fail to comply with above processes they will be referred to the Deputy Principal who will take further action in line with the school discipline procedures
- As an employee of the Department of Education, staff hold a position of trust and are accountable for their actions. Staff are expected at all times to comply with procedures and direction of school procedures. Failure to do so can constitute a breach of the Department of Education Code of Conduct

