



Murrumbidgee

Regional High School
Excellence and Innovation

Digital Devices Policy and Procedures 2020

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Statement of Purpose

At Murrumbidgee Regional High School we are committed to equipping every student with future-focused skills. This means setting them up to be active and engaged citizens who are able to responsibly self-manage their use of digital devices and online services.

Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration. All young people will need these skills when transitioning to full-time employment or further study, so it's important we, as a school community, engage and develop these skills now.

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 have negative consequences if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

This procedure covers student use of digital devices (BYOD or school provided) and online services in school-related settings, specifically on school grounds and on school-related activities outside of school, where there is clear and close connection between school and student conduct.

The aim of this set of procedures is to guide student use of digital devices and online services. It is developed from the Digital Device Policy 2019 and current best-practice. The procedures also works within MRHS's current Bring Your Own Device (BYOD) policy and the Student Wellbeing and Discipline Policy and Procedures (2020).

Exemptions

Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

Exemptions from any part of this procedure may apply for certain 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.

Roles and Responsibilities

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 students, parents, carers and school staff. It also provides a framework for the management of potential risks to student safety and wellbeing.

Students

MRHS has high expectations for our students. Digital citizenship is the expectation; deviation from this will be managed.

Prior to using digital devices and online services at school

- Students are required to complete the Stage 4 Student Workshop to use digital devices or online learning services at school.
- These workshops will be coordinated and facilitated by Year Advisors and need to be scheduled well in advance.

After training, students must adhere to the following to maintain their use:

- Use digital devices and online services in safe, responsible and respectful way.
- Do not produce, participate in the creation, possession or distribution of indecent or offensive material.
- Report the creation, possession or distribution of indecent or offensive material.

Students at MRHS are permitted to have access to their personal digital devices (which includes access to online services) during school hours.

- Personal mobile phone devices are brought to school at students' risk. The school accepts no liability for damaged or stolen devices.
- Students can use digital devices and online services during class time to access information including the use of apps and participate in learning **at their teacher's instruction.**
- **Students are not to text, make or receive calls or access personal media including social or music media during class time unless instructed to by their teacher.**
- Students **may** text, make or receive calls and access personal media including social and music **before and after school, during recess and lunch.** Students may use speakers in the playground provided the noise level is kept to a minimum.
- If digital devices are deemed by teachers to be misused the device **may be confiscated** by the teacher. The device will be looked after by the teacher, Head Teacher or Deputy and returned at the end of the period, or the end of the day. Suggested procedures for staff are below.

Prior to the commencement of each lesson teachers indicate to the class whether the use of phones is permitted in this lesson.

1st Instance

Teacher gives a warning/s to the student and asks that the phone be put away.

2nd Instance (or refusal)

Teacher confiscates the phone and keeps it until the end of the lesson.

Student refuses to hand over their phone

The teacher seeks HT support at an appropriate time. Head Teacher confiscates the phone and forwards it to the DP with the student's name. The phone is secured in a safe place in the DP office for the rest of the day.

Student refuses to hand over phone to HT or DP

DP to contact parents and issue a consequence.

Repeated instances of refusal over time may result in a suspension from school.

- Examples of misuse includes but not limited to:
 - Continued non-class related use of device or online service during class time.
 - Confirmed cases of bullying behaviour (see Discipline and Wellbeing Procedure).
 - The recording of videos, audio or images without explicit consent.

- Sharing inappropriate material such as illegally recorded videos or images of others or the distribution of texts, images or videos not meant to be seen by others.
- Students are reminded that recording others or sharing images or recordings without explicit consent can lead to criminal prosecution.
- Students are reminded that sexually explicit material recorded or accessed at school can be prosecuted under [child pornography legislation](#).
- Students are reminded that anything posted online, including Snapchat, or in texts or group messages **can be obtained by the NSW Police Force** and used as evidence to support Apprehended Violence Orders or to investigate unlawful activity.

Parents and Carers

It is important for parents and carers to recognise themselves as partners to the school in the ongoing education of their children in digital citizenship and efficacy.

A big part of this is parents supporting the school duty of care requirements. This means that if your child is sick, **they must follow school procedure and alert their teacher, go to sick bay and have the school office call the parent or carer.**

The student is welcome to call or text **during recess or lunch** to further advise parents and carers of their condition, but the school **must** be made aware of the student's condition.

Parents and carers can additionally support their child with this procedure by:

- Supporting the implementation of the school procedure, including its approach to resolving issues.
- Taking responsibility for your child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicating with school staff and the school community respectfully and collaboratively as outlined in the [2018 School Community Charter](#).
- Switching off or put your digital devices on silent when at official school functions, during meetings and when on school grounds.
- Providing digital devices that meet MRHS specifications as outlined in the BYOD device requirements document.
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Teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - Establishing in-class learning expectations for using digital devices and online services in line with this procedure.
 - Supporting student skill and knowledge of digital citizenship in the classroom and on the playground.

Year Advisors

- Organise facilitation of Stage 4 Digital Devices and Online Services Student Workshop.
- Workshop to be run every two years.

Classroom teachers

- Clarify in-class digital device or online service use at the beginning of each lesson
- Take an active and ongoing approach to communicating behavioural expectations around devices and services to students.
- Managing behaviour that deviates from expectations.
- Report the creation, possession or distribution of indecent or offensive material to the Deputy Principal.
- Report ongoing instances of inappropriate use of digital devices and online services to Head Teacher.

Playground teachers

- Respond to any student reports of inappropriate use of digital devices or online services that breach student roles and responsibilities.
 - If it is found that the student is in breach of student roles and responsibilities remind student of their obligation.
 - If it is found that the incident is part of ongoing concern report to the Head Teacher on duty or the Deputy Principal.
 - Report the creation, possession or distribution of indecent or offensive material to the Deputy Principal.

Head Teachers

- Investigate reports of ongoing inappropriate use of digital devices and online services.
- Support classroom teacher in developing effective behaviour management strategies.
- Report the creation, possession or distribution of indecent or offensive material to the Deputy Principal.

Year Advisors

- Report the creation, possession or distribution of indecent or offensive material to the Deputy Principal. Counsel students in the appropriate use of digital devices.

Deputy Principal

- Respond to referred breaches of procedure and incidents of inappropriate use of digital devices and online services.

Principal

- Provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of this procedure.

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 senior executive or school staff with whom they are working.

Communicating this procedure to the school community

Stage 4 Digital Devices and Online Services student workshop

This 2 x 1 hour workshop supports students to use digital devices in safe, responsible and respectful ways. It has been created alongside the NSW Education Digital Device Policy. It draws on existing resources and knowledge to create hands-on, discussion-based activities that culminate in an activity that benefits the whole school community.

- Year Advisors to organise to run the workshops in their year group every two years.
- Staff will be provided with the resources and instructions for this course.
- The workshop is 2 hours in length and can be run as a 2 hour block or in 2 x 60 minute increments at the Year Advisor's discretion.

Professional learning

- School staff will have access to and are encouraged to take part in professional learning in the safe and responsible use of digital devices and online services in the school.

Ongoing support

- Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically on the school's website and in hardcopy at the school offices.

Appendix 1: Key terms

Bring your own device is the MRHS 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, inappropriate or makes you uncomfortable.
- Do not attempt to 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.
 - 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.
 - 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: Murrumbidgee Regional High School BYOD student agreement

Students who wish to take advantage of the Murrumbidgee Regional High School BYOD policy must read this agreement in the company of an adult unless otherwise excused by the Principal. This page is to be signed and returned to the school. By signing at the bottom of this page students and parents agree to the following behaviours:

I agree that my use of the Department's internet will be primarily for learning.

I agree to only ever use my own portal/internet log-in details and never share those with others.

I agree to follow the software security implemented by the Department or my school.

I agree to use BYOD in an appropriate way and will not knowingly search for, link to, access or send anything that is;

- offensive
- pornographic
- threatening
- abusive
- defamatory
- considered bullying behaviour

I agree to report inappropriate behaviour and material to my teacher.

I agree to stay safe by not giving out my personal information to strangers.

I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.

I acknowledge that the school cannot be held responsible for any damage to or theft of my device.

I agree that use of my device during school activities is at the direction of the teacher.

Date: ___/___/___

_____ in the presence of _____

Student Name

Parent/Carer Name

_____ in the presence of _____

Student Signature

Parent/Carer Signature