

Student Use of Digital Devices and Online Services Procedure

Stage 3 Policy

Purpose

This procedure guides student use of digital devices and online services at Homebush West Public School.

Homebush West Public 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 purpose of this policy is to outline the roles and responsibilities of the school, staff, students and parents/carers for the implementation of the Bring Your Own Device (BYOD) Program at Homebush West in 2020. It will outline what is considered acceptable and unacceptable student use of tablet devices and the internet at school.

The goals for this program are linked directly to the Melbourne Declaration on Educational Goals for Young Australians. These goals correlate with those of Homebush West PS, where we seek to develop successful learners who are creative users of technology, especially ICT, as a foundation for success in all learning areas.

Melbourne Declaration on Educational Goals for Young Australians

- Goal 1: Australian schooling promotes equity and excellence
- Goal 2: All young Australians become:
 - *successful learners*
 - *confident and creative individuals*

What is BYOD?

"Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff or guests" (Alberta Education, 2012).

Why BYOD?

"Bring your own device puts students in a position of power over their learning. Many educational researchers argue that giving students the authority over their own learning is best: the teacher becomes a manager of learning, rather than a direct source of information" (Clifford, 2012, p. 2)."

Research has shown that technology can be used to engage students and personalise learning. An increased ratio of students to devices empowers students to synthesise the use of technology as a powerful tool FOR learning, and to create content AS learning.

BYOD Model

Currently, the school recommends the **iPad mini** as the device of preference. The iPad mini is currently successfully in use across the school. From our experience 2013-19, and in extensive trials in the South Western Sydney Region, this device:

- it works best within the school learning environment
- it has the largest range of free education-related apps

Laptop Model

This year in **Stage 3 only** we are trialling the use of BYOD laptops. These will better support students' needs in the classroom, through the various models of teaching and learning in the Middle School environment. If students are thinking of purchasing a laptop, the department currently recommend the following:

HP BYOD devices for Homebush West Public School

Notebook Bundles with 3 Years Warranty



HP Probook 11 EE x360 (Touchscreen) 3 Yrs Warranty

Price: \$625.86 Inc GST

Notebook Specifications:

Intel® Celeron® N3350 Processor
Windows 10
11.6" HD SVA eDP LED slim touch screen
4 GB DDR3L-1600 SDRAM
64 GB eMMC



HP Probook 430 G5 "i3" 3 Yrs Warranty

Price: \$919.59 Inc GST

Notebook Specifications:

Intel® Core™ i3-7100U Processor
Windows 10
13.3" HD SVA anti-glare LED-backlit Screen
8 GB DDR4-2400 SDRAM
128 GB M.2 SATA SSD

To purchase please follow the QR Code or link below:



[tp://www.hpshopping.com.au/homebushwest-byod](http://www.hpshopping.com.au/homebushwest-byod)

Pedagogy

The Melbourne Declaration on Educational Goals for Young Australians looks are developing four key skills in students to prepare them for the changing job market that technology has brought upon us:

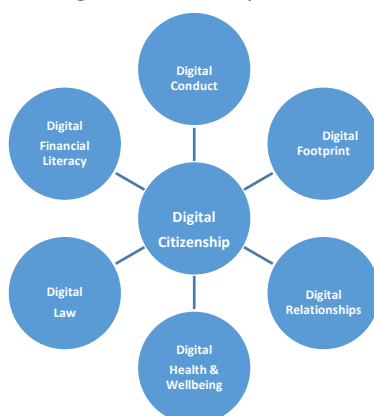
- ✓ Collaboration
- ✓ Communication
- ✓ Creativity
- ✓ Critical Thinking



Research from BYOD programs has shown that focusing on the technology, rather than the learning, doesn't allow BYOD to reach its full potential. At Homebush West, there is a strong emphasis in our teacher professional development on student-centred pedagogies and authentic learning experiences that best optimise the use of tablet devices. In doing so, students are overtly exposed to the 21st Century learning skills promoted in the NSW Curriculum through Digital Technologies in the Science Curriculum.

Digital Citizenship

At Homebush West PS, we recognise that students need guidance when entering the online world to help them to learn to keep themselves safe, but also to behave ethically. In guiding our students, we will be using the NSW DEC created program found at www.digitalcitizenship.nsw.edu.au/. The program focuses on 6 domains of Digital Citizenship:



Two key principles of digital citizenship education include:

Privacy	Copyright
<ul style="list-style-type: none"> ✓ Only take photos/video with permission ✓ Passwords to be kept safe and not shared 	<ul style="list-style-type: none"> ✓ Ensure students use only copyright free material ✓ Ensure students properly reference material (www.pics4learning.com)

Device Registration

- Students are not permitted to use their device on school grounds in the morning/afternoon.
- Schools must restrict the use of digital devices by primary school students 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 medical reasons or for reasonable adjustments made as part of a student's individual education plan.
- Students 'SIGN IN' their device every day.

Security

To ensure student devices are secure during breaks in learning, teachers provide space in their room for storage of devices. Student access to classrooms is not permitted without teacher supervision.

Equity

"Students who do not have personal technology devices have greater access to school-owned technology tools when students who bring their own devices are no longer competing for that access" (Barseghian, 2012)

The first goal of the Melbourne Declaration on Educational Goals for Young Australians is that schools promote equity and excellence and Homebush West is dedicated to achieving these goals. To provide for students that do not have access to a device from home, the school has four school owned and managed iPad minis in each classroom across the school, in addition to laptops which can also be accessed.

Exemptions to any part of this procedure may apply for some 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.

Consequences for inappropriate use

It is the teacher's role to ensure that the School Discipline Policy is adhered to at all times, especially when devices are used in the classroom. Should students be found to be off task, and using their device in a way that is not part of the task outlined by the classroom teacher, then the same procedures apply, that is:

- Warning 1
- Warning 2
- Warning 3 and timeout.

At warning 3, students are deemed to have lost their privileges to using their device in the classroom, and are instructed to return their device to the storage tray/cart, where it is then locked away.

Whilst in timeout, students will use other resources to complete the activity (pen, book and other information). It is at the teacher's discretion as to when the student is allowed to return to use of their device, but as a guide, this will usually be at the commencement of the next learning session in Stage 3, if that session requires its use.

A list of common reasons for Warnings with use of tablets in the classroom is below.

- Using their device at inappropriate times (eg when a teacher has asked for eye contact or devices to be put down)
- Accessing inappropriate content
- Using an app that is not related to the task given to students.
- Taking photos/video of other students without consent in a manner not related to a learning activity

Contact between students and parents and carers during the school day

Should a student need to make a call 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

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility. Recommended inclusions are listed below.

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](#).
- Switch off or put their digital devices on silent when at official school functions, during 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 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.
 - 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.
 - 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 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.

Support

Batteries

Students must have devices charged and ready to go at the beginning of each day. There is no capacity for charging the device at school.

Apple ID

In order to download and purchase apps from the Apple App store, you are required to create an Apple ID. This requires the input of credit card information, and as such, we recommend that you do not give passwords for Apple IDs to your child and changing settings on your iPad to require the input of a password for every password, to avoid your child from downloading apps or in-app purchases without your knowledge.

It is the responsibility of parents to purchase and download apps for student iPads, and we recommend the best option for this is to buy iTunes Gift cards.

Currently, only people over the age of 13 can set up Apple ID accounts; however, with the use of iTunes U in many schools (including HWPS) which allows for access to course content on student iPads, Apple has created a user guide for the setup of Apple IDs by parents for the use of their children. Below is the PDF document which shows you how to do this:

<https://support.apple.com/en-au/HT201084>

Communicating this procedure to the school community

Students will be informed about this procedure through a BYOD Policy note sent home.

Parents and carers will be advised via the school newsletter. This procedure 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 procedure, 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 schools](#).

Review

The principal or delegated staff will 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.

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.
- ☐ 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.
 - 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.

Bring Your Own Device Parent and Student User Agreement

At Homebush West Public School are given the opportunity to bring their own tablet device (iPad or iPad Mini) for use at school. Before permission can be granted, students must agree to the following conditions.

Parents are asked to read these conditions carefully together with their child before signing and returning this agreement to their child's class teacher.

Devices may be used only at the direction of the class teacher for activities linked to class learning programs. Permission, if granted, will be for the current school year only and does not necessarily transfer to future school years.

Student Responsibilities

- The student takes full responsibility for his or her device. While every effort is made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school.
- The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The student is responsible for charging and labelling their device prior to bringing it to school. It should be capable of running off its own battery while at school.
- The student agrees to use the school's wireless network and to assume responsibility for entering the school proxy server details as required into their device network settings in order to access the internet through the school's cyber safety filters.
- Use of 3G and 4G wireless connections are **not allowed**.
- **If your device has a SIM card, parents are required to store the SIM at home.**
- The school recommends that parents enable the 'Find My iPad' application and become familiar with its use.
- We also recommend that each device is housed in a sturdy case for protection.
- The school recommends that parents consider electing to purchase a suitable insurance option either as part of their home and contents policy, Apple Care+ or an alternative insurance to protect against accidental breakage or loss. The school recommends that families discuss insurance options with retailers at the time of purchase.



Storage

- The student agrees to deposit their device in the Digital Device box in their classroom each morning and sign their class's device register. The student agrees not to take their device into the playground unless for class use, under teacher supervision.
- The student agrees to take their device home each afternoon. Devices are not stored at school.

Usage

- When at school, the student should only use their device to access classroom related activities.
- The student will comply with teachers' requests to turn off the device for learning purposes.
- Students should not take photos, video or sound recordings of other students and members of staff without their knowledge and consent. They are not allowed to transmit or post photos, video or sound recordings taken at school without the express permission of a teacher.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device.
- Violations of school or class rules involving a student's personally owned device may result in the student being banned from using the device at school and/or disciplinary action.
- Students agree to only view, listen to, or access, school appropriate content on their mobile devices while at school. Due to copyright, content such as music is not to be transferred to other devices or the school's computer network. The School Principal retains the right to be the final arbitrator of what is, and is not, appropriate content.

Students and Parents please sign the next page, and return the NEXT PAGE ONLY to school.

Thank you.



Return this page only to school

Bring Your Own Device Parent and Student User Agreement 2020

I give my child (name) _____ of class _____ permission to
bring the following device to school each day.

- ☐ As a student I understand and will abide by the above conditions. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.
- ☐ As a parent I understand that my child will be responsible for abiding by the above conditions. I have read and discussed them with her/him and they understand the responsibilities they have in the use of their personal device.

Student's Signature

Date

Parent's Signature

Date