

ICT ACCEPTABLE USAGE PROCEDURE OAKHILL DRIVE PUBLIC SCHOOL



Student Use of Digital Devices and Online Services Procedure 2021

Purpose

This procedure guides student use of digital devices, online services and networks at Oakhill Drive Public 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.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students at Oakhill Drive. 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.

Technology includes, but is not limited to, computers, email, internet access, tablet devices, printing devices and all other forms of instructional, networking and communication tools provided to students.

Our School's Approach

At Oakhill Drive Public School we believe that digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.

At Oakhill Drive Public School, the use of digital devices is restricted to use during class time and only when supervised by a teacher or principal, for an educational purpose, or for reasonable adjustments made as part of a student's personalised learning support plan.

Oakhill Drive Public School accepts no responsibility for students' personal digital devices. Should students bring a device to school, including phones, tablets or laptops, these are to remain in student's school bags until they depart school premises. These are not to be accessed before and after school whilst on school grounds, including during class, recess and lunch, on excursions and other school events such as camps.

If student's personal digital devices are lost or stolen, the school takes no responsibility for these items. Persons who have cause to bring property onto the school are advised they do so at their own risk

Exemptions

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

Consequences for breaches to the ICT procedures will be guided by our Behaviour Management and Wellbeing procedures.

For misuse of technology, there will be a warning given, followed by one-week loss. Parents will be contacted for a discussion. For further misuse an increasing number of weeks will be applied.

Behaviour Management Procedures:

https://oakhilldr-p.schools.nsw.gov.au/content/dam/doi/sws/schools/o/oakhilldr-p/policies/Student_Behaviour_Management_Policy.pdf

Wellbeing Policy Procedures:

https://oakhilldr-p.schools.nsw.gov.au/content/dam/doi/sws/schools/o/oakhilldr-p/policies/Student_Wellbeing_Policy.pdf

Breaches of Oakhill Drive's ICT procedures involving student's personal digital devices may result in device confiscation. In these instances, devices will be locked up safely in the school office and are to be collected by the student or parent at the end of the school day.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day:

- the school will determine if and when a call needs to be made on behalf of the student, by a staff member.

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 of students, parents, carers and school staff.

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. That is; maintain a climate of respect, be free from bullying, harassment, discrimination, intimidation and victimisation.
- Create and represent their own work and acknowledge original creators of online sources.
- Alert teachers and/or principals of any unsafe or inappropriate use of technology.
- Recognise that personal information, including full name, photo, birthday, address and phone number, is not to be shared online.
- Treat digital technology and equipment with respect to avoid damage.

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.

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.

Communicating this procedure to the school community.

Students will be informed about this procedure at the start of each school year. Students will sign the ICT Pledge, agreeing to its conditions.

Parents and carers will be advised of Oakhill Drive Public School's ICT Procedures via the school newsletter. This procedure can also 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.

ICT ACCEPTABLE USAGE AGREEMENT OAKHILL DRIVE PUBLIC SCHOOL

Student Use of Digital Devices and Online Services 2021



Student ICT Pledge

I agree to:

Be SAFE

- Protect my own and other's personal information, including names, addresses, school email addresses, telephone numbers, pictures and other personal details.
- Only use my own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for my personal information, wants to meet me or offers me money or gifts.
- Let a teacher or other responsible adult know immediately if I find anything online that is suspicious, harmful, inappropriate or makes me or others 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 I use.
 - o Make sure devices are fully charged each day and are stored appropriately when not in use.
 - o Take care with the school-owned devices I share with others, so that other people can use them after me.
- Use online services in responsible and age-appropriate ways.
 - o Only use online services in the ways agreed to with my teacher.
 - o Only access appropriate content and websites, including when using the school's filtered network.
 - 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.

Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before I 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:
 - o inappropriate, offensive or abusive;
 - o upsetting or embarrassing to another person or group;
 - o considered bullying;
 - o private or confidential;
 - o a virus or other harmful software.

STUDENTS

- I have read the Oakhill Drive ICT Procedures and agree to abide by the procedures outlined in the document.
- I understand that if I do not follow these guidelines that my access to, and use of digital technologies at Oakhill Drive Public School may be limited or removed altogether for a period of time.

Student's Name: _____

Student's Class: _____

Student's Signature: _____

PARENTS

- My child and I have read, and agree to abide by, the information contained in the ICT Procedures document, regarding use of digital technologies at Oakhill Drive Public School.

Parent/Carer's Name: _____

Parent/Carer's Signature: _____