DIGITAL DEVICES AND ONLINE SERVICES PROCEDURES

Updated October, 2023

Purpose

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.

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.

Permission required at the commencement of school year (or on enrolment during year)

Code of Conduct	BYOD	Third Party Software Consent
Yr 1-6 Students/Parents	Yr 3-6 Students/Parents	All parents
📄 Student code of conduct…	📄 BYOD aggreement	📄 Third-party software con…

Our School's Approach

The use of digital devices by students must only occur during class time. All devices must be stored inside a locked classroom during breaks or when classrooms are unoccupied. Any use of a device during recess and lunch must only occur with the approval of a teacher or principal and must be for an educational purpose.
Note: An exemption applies where the 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

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

• The student is given a warning from a teacher or other staff member.
• The student is referred to the Assistant Principal or Principal.
• The student's access to the school network is restricted through the EMU tool on the DoE portal.
• The teacher or principal arranges a meeting with the student's parent or carer.

• Confiscated devices are held in the principal's office until a parent or carer collects the device.
• Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Contact between students and parents and carers during the school day

No device on school premises can be used to contact any person outside of the school for any purpose.

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. (See Appendix 2 for more detail)
• 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 (https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter).

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; and 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; and 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.

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:

• Students will be made aware of the policy during mandatory Cyber Safety presentations.

Parents and carers:

• Parents and carers will be asked to co-sign a copy of the policy along with their child.
• Parents and carers will be advised via the school newsletter of the implementation of the policy.

Complaints
If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. 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).

Review
The principal or delegated staff will review this procedure annually.

Third Party Software Consent see Appendix 6

Leppington Public School is committed to providing a technology-rich environment for our students. Our school community considers the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

The school uses third-party providers offering web-based educational resources and cloud-based storage to support our administrative functions and enhance student learning outcomes. The department has a service agreement with some providers it has assessed as meeting privacy and security standards required of the department. The school offers students access to a number of services in addition to these.

Parents consent is required before students can access the services.

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.
• 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. • 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; and 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: Code of Conduct

Leppington Public School – Digital Devices

Code of Conduct

This Code of Conduct guides students in the 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. This document is part of the Leppington Public School - Student use of Digital Devices and Online Services Policy. A copy of this policy is available upon request from the school office.

Below are the expected behaviours from students when using digital devices and online services.

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, and 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. • 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; and 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.

Should a student not abide by the above expectations when using a digital device or online service some of the possible consequences may include:
• The student is given a warning from a teacher or other staff member.
• The student is referred to the Assistant Principal or Principal.
• The student's access to the school network is restricted through the EMU tool on the DoE

portal.
• The teacher or principal arranges a meeting with the student's parent or carer.
• Confiscated devices are held in the principal's office until a parent or carer collects the device.
• Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

We are asking that all students in Years 3-6 agree to abide to the above Code of Conduct when using digital devices or online services. To indicate that they have read and will abide by the Leppington Public School Digital Devices Code of Conduct students need to sign their name below and have that witnessed by their parents.

All completed forms are to be returned to their classroom teacher.

DATE : __ / __ / __	In the presence of:
Student Name:	Parent / Caregiver name:
Student Signature:	Parent / Caregiver signature:

Leppington Public School - Bring Your Own Device (BYOD) Student Agreement

It is requirement of the NSW Department of Education that all Students and their parents/caregivers must complete and return a signed BYOD Student Agreement prior to participation in any BYOD program.

Students must read and sign the following BYOD Student agreement in the company of a parent or caregiver. Any student who has not returned a signed agreement will NOT be able to participate in the BYOD program.

Please read each point and tick the box to indicate your acknowledgment

☐I agree that I will follow the Leppington Public School BYOD policy and that:

☐I will use the school's Wi-Fi network **only** while at school for learning purposes

☐I will only use my device as directed by a teacher

☐I will use my own DEC portal and internet log-in details and will never share them with others

☐I will stay safe by never sharing my personal information with anyone online

☐I will not use my device to knowingly search, access or share anything that is inappropriate (including material that is offensive, threatening, abusive, bullying)

☐I will report any inappropriate behaviour and material to my teacher

☐I will not clear my internet history and understand that my activity on the internet at school is recorded

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

☐I will not take photographs, images or videos of anyone without their permission

☐I will not share content (including images, text or video) recorded at school on outside social networks or emails

☐I will bring my device to school each day in a **protective case** charged and ready for use

☐I will ensure that my device is fully charged at home before bringing the device to school

☐I will bring my device to school in my bag and it will remain in there until I get to the classroom after the bell. My device will be stored in the classroom throughout the day

☐I will install the apps required on the school app list

☐I understand that failing to follow the above rules may result in the suspension of my BYOD privileges and possible further investigation by the school

Please sign and date below after discussing each of the rules above with your child

DATE : __ / __ / __	In the presence of:
Student Name:	Parent / Caregiver name:
Student Signature:	Parent / Caregiver signature:
Technology team signoff ☐Student has been briefed on their obligations. ☐The device has been connected to the Wi-Fi network The student has been given a copy of the Wi-Fi login card and the daily procedures explained to them	Device Type Laptop / iPad / Other Other: _____ Protective Case Y/N Signature: Name: Date:

Appendix 5: Zoom Classroom Sessions – Home Learning Information

Zoom allows for the entire class to have remote face-to-face check-ins with their teacher and peers. No unauthorised person will be given access to a session, and the teacher maintains full control and supervision of all remote access.

DOWNLOAD ZOOM
1. Click on this link from computer/laptop https://nsweducation.zoom.us (or download the app on other devices)
2. Click the sign in icon and sign in using your student portal name (this is all the letters and number BEFORE the @ of your email address) and password.
3. Download and install program.

LOG IN
1. Once signed in, click 'join a meeting'.
2. Enter the meeting number and password (or web link) given to you by your teacher. (This will be posted on your class Dojo/SeeSaw)

For further support or step-by-step guidance, see attached PDFs.

To ensure successful Zoom sessions, students are required to understand and follow the below points.

LOCATION
Students need to log-in online from a quiet, distraction-free environment. We have little time together; let's try to maximize it!

SUPERVISION
Parents are not required to attend or supervise Zoom sessions as a *supervising teacher* is always present in addition to the *host teacher*. However, if a parent is present, they must remain silent observers at all times. Please respect that this is teacher/student time. Background noise is very distracting and picked up on device microphones.

AUDIO (Sound)
Once logged into Zoom, students must keep their *Audio on mute* until they want to speak. We must work together to limit background noise. Much like the classroom, if you need to speak - raise your hand and wait for the teacher to say your name. The enable audio icon is found on the bottom left of your screen. (See supporting PDF for further guidance)

VIDEO (Seeing you)
Once logged into Zoom, students must *enable video* so that their teacher and peers can see them. Students must be dressed appropriately and ensure that other people in your home are not visible on your screen. The enable video icon is found on the bottom left of your screen. (See supporting PDF for further guidance)

Remember, much like our real classroom, we need to be active listeners and follow our schools PBL expectations. Students and teachers must talk one at a time and should be respectful to all. The *supervising teacher* will mute or remove a participant if they are not being a safe, positive and respectful learner

Appendix 6: Third Party software consent

Third-party software consent

Dear parent/guardian

Leppington Public School is committed to providing a technology-rich environment for our students. Our school community considers the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

The school uses third-party providers offering web-based educational resources and cloud-based storage to support our administrative functions and enhance student learning outcomes. The department has a service agreement with some providers it has assessed as meeting privacy and security standards required of the department. The school offers students access to a number of services in addition to these.

In most instances, students are required to register before accessing an online service. Registration involves either a staff member or student entering identifying information such as first name and grade onto the provider's platform. This and any other data entered in the course of accessing the application may be stored on servers located in Australia or off-shore in a country not subject to NSW privacy laws.

Your consent is required for your child's information to be provided to these third-party providers. Before giving your consent, it is important you understand what student information is collected, how it will be used and who may have access to it. The table below lists each of the third-party providers the school intends to use this year with a link to the website. If you require further clarification of these services you can contact Leppington Public School.

Permission – third-party web and cloud-based service providers

This year Leppington Public School will be utilising the services of third-party online service providers to enhance student learning. The providers requiring access to student personal information are listed below.

Service provider details	Services	Student Information required
Class Dojo: https://www.classdojo.com/	It connects primary school teachers, students and families through communication features, such as a feed for photos and videos from the school day, and messaging that can be translated into more than 35 languages.	Student name
Study Ladder: **https://www.studyladder.com.au/**	Studyladder offers a sequential learning program with videos, interactive activities, worksheets and assessments for reporting to teachers.	Student name
Seesaw: **https://web.seesaw.me/**	Students add posts to Seesaw that they are proud of in a self-directed way, as well as work their teacher has assigned.	Student name

Boomcards: **https://wow.boomlearning.com/**	Boom Cards are digital task cards that are created by teachers.	Student name and department email address
Khan Academy Kids: **https://apps.apple.com/us/app/khan-academy-kids/id1378467217**	Khan Academy Kids is a free, fun, educational program with a range of activities.	Student name
Quick Math Jnr: **https://apps.apple.com/us/app/quick-math-jr/id926078360**	Quick Math Jnr is an app that covers the essential foundations of mathematics, including counting, addition and subtraction, place value, writing numbers	Student name
Epic: **https://www.getepic.com/**	Epic is a literacy resource used in the classroom that offers a wide range of texts accessible for all students.	Student name
Prodigy: **https://www.prodigygame.com/main-en/about-prodigy/**	Prodigy is an innovative approach to game-gamed learning of mathematical concepts	Student name and department email
Read Theory: **https://readtheory.org/app/sign-up/role**	Read Theory is a powerful educational tool that offers online reading activities for all ages and ability levels.	Student name

Leppington Public School is seeking your consent for the department to provide your child's personal information to access these online service providers and, where required, for your child to enter his/her personal information.

Please complete the consent below.

Consent to use third party web and cloud-based service providers

Student name: _____

Parent/Carer names: _____

Parent/Carer signature: _____

(Please **circle** the appropriate response)

Class dojo	consent	do not consent
Seesaw	consent	do not consent
Study Ladder	consent	do not consent
Boomcards	consent	do not consent
Khan Academy Kids	consent	do not consent
Quick Math Jnr	consent	do not consent
Epic	consent	do not consent

Prodigy	**consent**	**do not consent**
Read Theory	**consent**	**do not consent**

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This consent remains effective until I advise the school otherwise.

I acknowledge that my child must abide by the conditions of acceptable usage set out in the department's **Student use of digital devices and online services** and that any breach of this policy may result in disciplinary action in accordance with the school's disciplinary policy.