

POLICY AND PROCEDURE

Date: 2024

Student use of Digital Devices



LAKE ALBERT PUBLIC SCHOOL





STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURE

PURPOSE

This procedure guides student use of digital devices and online services.

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.

OUR SCHOOL'S APPROACH

Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Digital devices are electronic devices that can ring, receive, store, process or share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, mobile phones and other devices. All digital devices must be signed into the front office each day by the student.

- **Classroom use**

Digital devices will be used in classrooms for educational purposes only. Staff comply with third party permissions as guided by the DoE.

- **Use during break times**

Lake Albert Public School restricts the use of digital devices by students during recess and 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 for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

- **Student**



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Lake Albert Public School recognises that students may bring personal digital devices to school. Students will not need personal digital devices in the classroom. All personal devices will be handed in to the front office at the beginning of the day and collected at the end of the day.

When personal property of students is retained by school staff, action is taken to securely store the property until it is returned to the owner. Under no circumstances should personal property be left in unlocked desk drawers, teachers tables, cupboards, staffrooms. The property must as a minimum be locked away.

Student personal devices are not required on excursions.

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.

Use of digital devices must be permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan.

These are not considered exemptions.

CONSEQUENCES FOR INAPPROPRIATE USE

Refer to Lake Albert Public School's behaviour support and management plan.

CONTACT BETWEEN STUDENTS AND PARENTS AND CARERS DURING THE SCHOOL DAY

Should a student need to make contact to a parent/carer during the school day, they must:

- discuss the need with their classroom teacher
- approach the administration office and ask administration staff to contact home

During school hours, parents and carers are expected to only contact their children via the school office.

CONTACT BETWEEN STUDENTS AND PARENTS AND CARERS ON EXCURSIONS

When on overnight excursions:

- parents and carers will be provided with venue names, itinerary and a staff member's mobile number
- expectation is that parents only make contact in the case of an emergency

Should a student need to make contact to a parent/carer during an excursion, they must:

- discuss the need with their classroom teacher or supervising teacher
- supervising teacher will decide the need for communication on a case-by case basis
- supervising teachers on excursion will utilise administration staff at school (during school hours) to make contact with families

During school hours, parents and carers are expected to only contact their children via the school office.



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RESPONSIBILITIES AND OBLIGATIONS

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

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 can 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:



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- 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 through whole school assembly announcements and needs based stage meetings.

Parents and carers will be advised via the school bulletin. 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.

Last reviewed: Term 2, 2024