



WINMALEE HIGH SCHOOL

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Student Use of Digital Devices and Online Services Policy and Procedures

Purpose

This policy guides student use of digital devices and online services at our school.

Winmalee High School acknowledges that mobile phones and electronic devices are an important communication tool in the day to day lives of students, particularly in supporting a sense of personal safety and for communicating with important people in their lives. We understand the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. However, mobile phones and digital devices can be disruptive in classrooms. The unregulated presence of mobile phones and devices in the classroom can undermine students' capacity to think, learn, remember, pay attention and regulate emotion. 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 policy 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 policy covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

As a student of Winmalee High School the following expectations apply to the use of mobile phones and other digital devices at school.

- Mobile phones and other digital devices are not to be seen, heard or used (not visible or audible) in class unless permission is granted by the teacher for a specific use to enhance the learning.
- If permission has been granted by the teacher to allow the use of digital devices to support learning, it is expected that when being spoken to by any teacher, the student should stop using digital devices and give the teacher their full attention. Where appropriate, ear phone volume should not be audible to other persons nearby.
- Under no circumstances should mobile phones or digital devices be used during examinations or formal assessment tasks unless specified as being needed for the completion of the task. This includes wearing smart watches and wireless ear phones. It is recommended that all devices remain in the student's bag and not on their person during examinations and formal assessments to avoid allegations of malpractice.
- Digital devices should not be seen, heard or used (not visible or audible) during assemblies, year or other group meetings.
- At recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are highly valued at the school, rather than students being focused on a mobile phone and engaging in social media.
- In the playground before school or during recess and lunch and after the final school bell, mobile phones may be used for communication purposes i.e. texting and calling, however all use must be safe and respectful. Student are expected to have mobile phones and digital devices away in their bags prior to entering the class.
- Students taking photos and videos at school of other students is not permitted. This is considered a breach of privacy and confidentiality. The exception is for classroom tasks or activities or whole school purposes where approval/permission has been given.

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- Mobile phones or portable electronic devices should not be used at excursion venues unless explicit permission is given by the organising teacher. Students may elect to bring their digital device for communication and safety reasons.
 - Safe keeping and security of each item is the responsibility of the owner. Students in PE classes may be offered access to special arrangements to secure their digital device for the duration of the lesson. Other class teachers may offer arrangements to secure devices, especially where bags are required to be left outside of the classroom/learning space.
 - Senior students bringing laptops and/or tablets to school need to ensure that the device meets the Department's specifications to enable operation through the school's Wi-Fi. Students will need to have signed the BYOD permission note. All maintenance of these devices is the responsibility of the student.

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.

For a small number of students an exemption may be granted. These students will have this identified in their approved Support Plan.

Use of digital devices are permitted 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

The Classroom Teacher: Teachers will give reasonable warning reminding students of the policy - not visible or audible. Note, this could be a 'blanket' whole class warning. Students who do not comply with this reasonable request will be required to hand over their device to the classroom teacher. The teacher will negotiate with the student as to when the device will be returned. This may be at the end of the lesson or school day. The incident will be recorded in Sentral.

The Head Teacher: If a student refuses to hand over their device or if it is repeated behaviour, a head teacher or a member of the senior executive will intervene and request for the device to be handed over. The device will be returned to the student at the end of the school day. Students will collect the phone from the Front Office/Deputy Principal. The incident will be recorded in Sentral.

The Deputy Principal: Students who repeatedly choose not to comply with these guidelines will be considered as being 'consistently disobedient' under the school's wellbeing and discipline procedures. As a result, discipline consequences will apply. This may include detention, after school detention, formal caution or suspension depending on the individual circumstances.

These guidelines are designed to ensure that electronic devices do not distract students from learning effectively whilst at school. Students are encouraged to use technology wisely and effectively to enhance their learning outcomes.



Contact between students and parents and carers during the school day

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

- use their mobile phone to call or message during recess or lunchtime, or;
- approach the administration office during recess and lunch and ask for permission to use the school's phone.

It is expected that students do not answer phone calls or texts from their parent/carer during class time. Parents are expected to respect this requirement and are to contact the front office if they require urgent contact with their child. Students are to report to the front office sick bay if they are sick and the school will contact parents as appropriate. Students should not message their parents directly to be collected from school without the permission or knowledge of school staff.

Responsibilities and obligations

For students

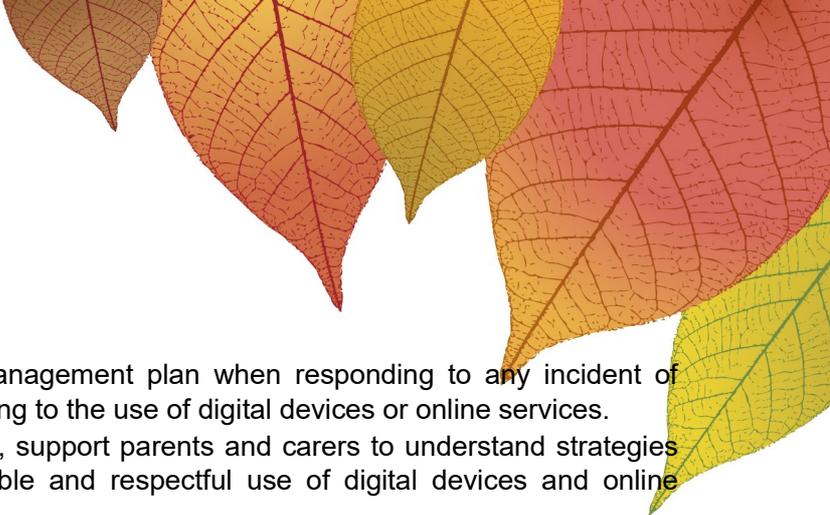
- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively 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 if their child is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers

- Model appropriate use of digital devices and online services in line with departmental policy.
- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes following agreed school expectations for using digital devices and online services, in line with this procedure and 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.

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- 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 school assemblies and year meetings and via the school website.

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.

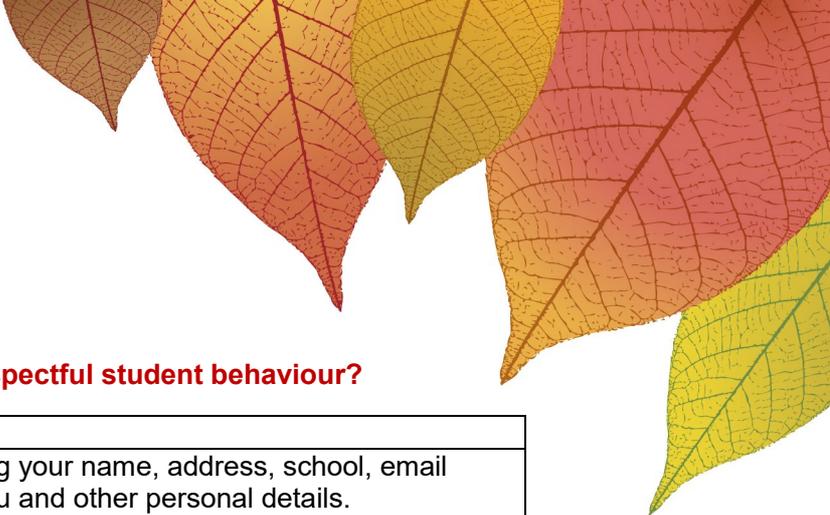
Complaints

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.

Last reviewed, Term 2, 2021.



Appendix 1: What is safe, responsible and respectful student behaviour?

<p>Be SAFE</p> <ul style="list-style-type: none"><input type="checkbox"/> Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.<input type="checkbox"/> Only use your own usernames and passwords, and never share them with others.<input type="checkbox"/> 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.<input type="checkbox"/> Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.<input type="checkbox"/> Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
<p>Be RESPONSIBLE</p> <ul style="list-style-type: none"><input type="checkbox"/> Follow all school rules and instructions from school staff, including when using digital devices and online services.<input type="checkbox"/> Take care with the digital devices you use.<ul style="list-style-type: none">○ Make sure any BYOD 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 BYOD 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.<input type="checkbox"/> Use online services in responsible and age-appropriate ways.<ul style="list-style-type: none">○ 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.<input type="checkbox"/> Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
<p>Be RESPECTFUL</p> <ul style="list-style-type: none"><input type="checkbox"/> Respect and protect the privacy, safety and wellbeing of others.<input type="checkbox"/> Do not share anyone else's personal information.<input type="checkbox"/> Get permission before you take a photo or video of someone, including from the person and from a teacher.<input type="checkbox"/> Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.<input type="checkbox"/> Do not send or share messages or content that could cause harm, including things that might be:<ul style="list-style-type: none">○ 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: Student Agreement and Specifications required for bring your own devices

I agree that use of my device during school hours will follow the expectations outlined in **Student Use of Digital Devices and Online Services Policy**.

I have read and I agree to the expectations outlined in Appendix 1 of the policy, **What is safe, responsible and respectful student behaviour?**

I understand that the device is my responsibility and that the school cannot be held responsible for any damage/loss of my device.

Student Name

Parent/Carer Name

Student Signature

Parent/Carer Signature

Date: _____

Wireless connectivity: Make sure it has 2.4Ghz or 5Ghz dual band wireless to access the school network

Operating system: The latest Windows 10 operating systems for Microsoft devices. The latest MacOS and iOS for Apple laptops or iPhone or iPad.

Software and apps: Able to run programs such as Microsoft Office, Adobe Photoshop or AutoCad. Able to install apps as needed during school time.

Battery life: Make sure it lasts a 6-hour school day

Memory and RAM: At least 128GB of storage in laptops, ultrabooks and two-in-ones and at least 8GB of RAM. At least 32GB of storage in tablets is recommended:

Hardware features:

- Intel Core™ i3, Core™ i5 and Core™ i7 in Windows machines and Apple products that are within the last two versions
- A minimum of a 10" screen — larger for creative or technical work
- A touchscreen for browsing and writing class notes
- A keyboard for typing assignments
- USB ports

Accessories: PEN (optional) High fidelity digitised pen with active screen assists with note-taking, sketching, writing maths and science equations - this is a great feature but considerably more expensive so is desirable but not necessarily recommended.