



SANDY BEACH PUBLIC SCHOOL

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES POLICY

Policy Statement:

1.1 This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically 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.

1.2 The use of digital devices by primary school students must be restricted during class, at recess and at lunch unless approved by a teacher or principal for an educational purpose, where use forms part of a reasonable adjustment for student learning and wellbeing or where an exemption has been granted for other reasons.

1.3 Every school is required to consider the needs of their students and their school community when developing their school procedure, including the need to make reasonable adjustments and to consider exemptions for individual students.

1.4 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.

Purpose:

This policy is to ensure that:

1. Mobile phones, digital devices and online services do not disrupt the teaching and learning environment for any student or teacher;
2. Potential risks to student safety and well-being posed by inappropriate use of mobile phones, digital devices and online services can be identified and addressed;
3. Students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones, digital devices and online services.

Responsibility

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

Students:

- use digital devices and online services in safe, responsible and respectful ways, as described in their school procedures and the Behaviour Code for Students, and support their peers to do the same.

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; and
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.

Teachers:

- model appropriate use of digital devices and online services in line with departmental policy;
- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services;
- 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;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- participate in professional development related to this policy.

Non-teaching staff, including volunteers and contracted staff engaged by schools:

- be aware of the policy and act in line with the conduct described in it;
- report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Principal:

- maintain a positive school culture which includes and promotes safe, responsible and respectful use of digital devices and online services;
- develop and implement a school procedure in consultation with school staff, students, parents and carers;
- inform staff, including new and casual staff, about school-based procedures;
- 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;
- support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services;
- provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of their school procedure;
- monitor and periodically review the suitability of their school procedure.

Inappropriate use

Incidents of inappropriate use of digital devices and online services should be managed and reported in accordance with each school's procedures, departmental policy and any statutory and regulatory obligations so that action can be taken to manage the incident, prevent any further incidents and provide support where required.

Mobile phone, digital devices and online services use will be considered inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or;
- Threatens or is likely to threaten the safety or well-being of any person or;
- Used to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available. This type of misuse will be dealt with under the SBPS Behaviour Code for Students.

Implementation of Policy

- Sandy Beach PS strongly discourages students from bringing mobile phones and digital devices to school.
- The decision to provide a mobile phone or a digital device to children should be made by parents or guardians in consultation with the school.
- If a student has a mobile phone at school it must be turned off and kept in their bag.
- It is the responsibility of all staff and parents to comply with the appropriate use of mobile phones or digital device guidelines as outlined in this document and Department of Education policy.
- Under no circumstances are mobile phones or digital devices allowed on school excursions. The phone will be removed from the student and returned to the parent / carer at the conclusion of the excursion.
- The school accepts no responsibility for lost, stolen or damaged phones including incidents when students who lose or have their phones stolen whilst travelling to and from school.