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## Notification of change of procedure – Electronic Devices at School

As Principal, it disheartens me that incidents involving technology are interrupting our core business of giving our students the best learning experiences possible.

Effective from 26<sup>th</sup> April 2023, students will NOT be permitted to use any device brought from home at school. This includes but not limited to mobile phones, Nintendo Switch, laptops, iPads and tablets. This decision has been made due to the increasing inappropriate use of personal technology at school. The school is currently addressing a growing number of student issues, on an almost daily basis, streaming from student use of social media and their electronic devices during school hours.

### **Purpose**

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.

### **Our School Approach**

The school is under no obligation to provide storage for electronic devices, however we understand that many students travel in vehicles for an extended period of time and may use devices while traveling. Each morning upon arrival at school, students will be provided with an individually labelled plastic sleeve to place their electronic device in. All devices will be stored in the school office. At the end of the day as students enter their vehicle for pick up devices will be returned to students.

The school will provide opportunities for students to self-regulate via music as per students individualised plan using school devices closely monitored by staff.

### **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.

### **Consequences for inappropriate use**

If your child is seen using their phone a staff member will ask for the phone to be placed into school storage. Should the child refuse, families will be contacted to collect the device/s immediately.

Inappropriate use of digital technology will be addressed according to our school's existing Behaviour Management Plan and Wellbeing Procedures, Departmental Policy and any other Statutory and Regulatory Obligations. This includes incidents outside of school where there is a clear and close connection to the school.

### **Contact between students and families during the school day**

Should a child wish to contact their families they will have access to a phone upon request. Should families wish to contact their child throughout the day please call the school on (02) 9827 6120 and the school will pass on a message.

### **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 while using school devices.
- 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.

#### 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.
  - 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**

Students will be reminded about this procedure daily at the student morning muster throughout the day by class teacher and during afternoon debrief.

Parents and carers will be advised via Sentral app, website and upon enrolment.

#### **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 school will review this procedure annually.

Date of updated procedures – 29.3.2023

Review date – 29.3.2024

Michelle Gomes  
Principal