

# Loftus Public School



## Purpose

BYOD is a program whereby students will be able to bring a familiar personal device (Chromebook recommended) to school to use as their primary technological device. The school can provide the ability to connect compatible devices to a filtered internet service.

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.

## Our School's Approach

Loftus Public School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Loftus Public School provides some freedom to students in their use of technology in the classroom in relation to apps and programs. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

Students will follow the Loftus Public school procedures and Loftus PS Student Internet and Device agreement.

Devices will primarily be used in classrooms, or if used outside, will be used for educational purposes.

Students who wish to take advantage of the BYOD program must read the Student Internet and Device agreement (see Appendix 2) in the company of an adult unless otherwise excused by the principal. This agreement (sent as a separate document) is to be signed and returned to the school.

Loftus Public School will restrict the use of digital devices by primary school students during class, at recess and at 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.

## Exemptions

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.

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.

## Consequences for inappropriate use

*Consequences will fall in line with our school's welfare and discipline policy. Some examples of consequences are:*

- *Restricted use of device during school time.*
- *Notification to parents*

- *Restricted access to collaborative online programs (e.g. Google Classroom)*
- *Managed through the PBL framework and restorative practices*

## Contact between students and parents and carers during the school day

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

- Approach their classroom teacher and ask permission to use the school's phone at the administration office.

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

## 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 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.
  - 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 to the school community**

Students will be informed about this procedure through BYOD introduction program and the student use agreement document.

Parents and carers will be advised via school communication methods.

### **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.

## 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.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

**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: Student Internet and Device agreement.

NSW Department of Education Internet and Device Agreement

PBL School Expectations

Look after Yourself

Look after each other

Look after the school

### STUDENT INTERNET AND DEVICE AGREEMENT

PLEASE SIGN BELOW AND RETURN TO SCHOOL TO be able to use a device and access the internet at Loftus P.S.

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver.

I agree that I will abide by the Student Internet and device Agreement and that:

- I will use the department's Wi-Fi network for learning, as directed by the teacher.
- I will only use my device, during school hours, to complete school related activities as instructed.
- I will not use my device for texting, SMS messaging or any device/app instant messaging during school hours. (e.g. What's app, Messenger Kids)
- I will only use my portal/internet log-in details and will never share my details with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware or software security used by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
  - Offensive, Inappropriate or Threatening
  - Abusive
  - Defamatory
  - Considered bullying behaviour
- I will immediately report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity will be monitored by the school and the school reserves the right to access the internet history on the device.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I agree that ensuring my device is fully charged and updated is my responsibility and should be completed at home.

I understand that misusing my device will result in a consequence in accordance with the PBL behaviour Flowchart

I have read the B YOD Student Responsibilities document and agree to comply with the requirements.

Date: \_\_\_/\_\_\_/\_\_\_

Student name \_\_\_\_\_ in the presence of: \_\_\_\_\_  
Parent/caregiver name

Student signature \_\_\_\_\_ in the presence of: \_\_\_\_\_  
Parent/caregiver signature

## Appendix 3: Specifications required for bring your own devices

Screen Size – Minimum of 11 in. Some devices have touchscreen capability, but this is not necessary.

- Memory & Storage - minimum of 4GB RAM and 32GB of on-device storage. · Wifi - Students only need the Wi-Fi version as they should not have Cellular access.
- Camera - Chromebooks have a user facing camera, some also have a 'world facing camera' which can be used to take scan QR codes, photos & videos while watching the screen.
- Keyboard - All come with a keyboard, but some will also come with a stylus. The stylus is optional.
- Mouse - OPTIONAL: Students may choose to bring a wireless or wired mouse instead of using the touchpad on the keyboard.