



CASULA HIGH SCHOOL

Digital Devices and Online Services Policy

Student Use of Digital Devices and Online Services

Purpose

The intention of this document is to clearly outline the guidelines, roles and responsibilities relating to the use of digital devices and online services at Casula High School. This document was developed to align with the Department of Education's [policy](#) on Student Use of Digital Devices and Online Services (PD-2020-0471-V01)

Casula High School acknowledges the value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing.

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.

The Digital Devices and Online Services Policy (See Appendix 1) applies to digital technologies, social media tools and learning environments established by our school or accessed using school-owned networks or systems, including (but not limited to):

- School and student-owned devices (e.g. iPads, desktop/laptop computers, interactive whiteboards etc.).
- Mobile phones.
- Email and messaging platforms (e.g. Facebook Messenger, Snapchat, WhatsApp etc.).
- Social networking sites (e.g. Facebook, Instagram, Twitter, Snapchat etc.).
- Video and photo sharing sites (e.g. YouTube).
- Forums and discussion boards (e.g. Google Classroom, EDMODO forums, wikis, Millennium etc.).

This Acceptable Use Policy applies to students regardless of whether they are using the above technologies at school, home, during school excursions and/or for extra-curricular activities. Every time a student uses a device **or service** that is managed by the Department of Education or connected to the Internet through their e-learning account, they implicitly agree to abide by Casula High School's and the Department's Acceptable Use policy.

When a student uses a device that is managed by the Department of Education, and/or connects to the School's Internet, they implicitly agree to abide by this policy, as well as Casula High School's Student Behaviour policy.

Our School's Approach

Student will report:

- Any internet site accessed that is considered inappropriate.
- Any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.

Students should be aware that:

- All their emails and web searching history are kept for two years by The Department of Education.
- The email archive and web browsing history/log are considered official documents.
- They need to be careful about putting any personal and/or sensitive information in emails or on any websites etc.
- These records may be used in investigations, court proceedings or for other legal reasons.

During school hours and while on school excursions and extra-curricular activities, students are to connect their device to the designated, authorised wireless network only. During these hours and activities students are not to connect their device to other wired, wireless or cellular networks via a wireless modem or by tethering their device to a smartphone.

Any device brought to school pursuant of this policy for educational purposes must be able to be brought every day to school and be solely for the student's use throughout the school day.

Refer to Bulletin 56 and 35

Students bring their own digital device(s) for use at Casula High School **at their own risk**.

Casula High School will not be responsible for any loss, theft or damage to:

- (a) The device.
- (b) Data stored on the device while the device is at school or during a school related activity, in negligence or otherwise.
- (c) Peripheral equipment.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance for use outside the home is appropriate for the device.

If there is loss, malicious damage or theft caused to a personal device, they are to report it to the principal.

Exemptions

Exemptions for the use of digital devices and online services can be requested by the principal, parents, carers, school counsellors, school psychologists and student support officers, and if required, the student themselves. Except where required by law, the school principal has the discretion to consider and approve (or disapprove) exemptions on a case-by-case basis, and to which parts of the school policy that this exemption applies.

Use of digital devices are 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 (IEP). Reasonable adjustments will be made for students with disabilities to allow participation in education and training on the same basis as other students.

Consequences for inappropriate use

Students need to be aware that:

- They are held responsible for their actions when using school and personal technology, Internet and online communication services/social networking sites.
- All use of Internet and online communication services/social networking sites can be audited and traced to the digital devices and online services of specific users.
- They are held responsible for any breaches that may occur because they have allowed another person to use their digital devices and online services
- The misuse of Internet and online social networking sites etc. may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services and appropriate legal action.

Student Discipline in Government Schools Policy (**PD/2006/0316/V03**) in accordance with Bulletin 35 apply for the misuse of school or personally owned digital technology contrary to this policy or other school rules.

Examples of the action the school may take in cases of misuse of technology and alleged criminal behaviour related to the school include:

- (a) The device is taken away by the Principal with collection to be negotiated with parents/guardians.
- (b) Access to school digital technology and internet use is revoked.
- (c) Permission for the student to bring their device to school pursuant of this policy is revoked.
- (d) Conventional discipline procedures including detention or suspension where deemed appropriate pursuant to the school's discipline procedures.
- (e) Any appropriate legal action.

Contact between students and parents and carers during the school day

Should a student need to contact parents / carers during the school day, they must:

- approach the front office and ask for permission for staff to make contact with parents;
or
- see their respective deputy principal who will make contact with families.

During school hours, parents and carers are expected to only make contact with their child through the office when who will pass on urgent messages.

Responsibilities and obligations

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

For students

- The primary purpose of the use of digital devices and online services at school is educational.
- 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 outlined in the PBIS Matrix (Refer to Appendix 2) for Students.
- Students will not be permitted to use any school owned or personal digital devices unless explicitly instructed by the classroom teacher, and if they and a parent/guardian have discussed the rules and expectations of both the Casula High School's Digital Devices and Online Services Policy and the User Agreement for BYOD, the latter of which needs to be returned signed to the school.
- Use of a student's personal digital device(s) during the school day is at the discretion of teachers and staff.
- Student's mobile phones & personal digital devices must be switched to silent operation mode during school hours, including during excursions, video-conferences & extra-curricular activities.
- Students must bring their device to school fully charged.
- Students should avoid bringing peripheral device equipment for their device to school
Peripheral equipment includes:
 - (a) Chargers.
 - (b) Charging cables.
 - (c) Docking cradles, with the exception of a docking cradle that includes a keyboard.
 - (d) Adaptors for the connection of video output or data transfer.
- Students are not to create, participate in or circulate content that attempts to undermine, hack into and/or bypass hardware and security software mechanisms that are in place.
- Students are responsible for taking care of their personal device in accordance with the school guidelines as outlined in the BYOD User Agreement Form.

- Adhering to the New South Wales Department Of Education Student Use of Digital Devices and Online Services (**PD-2020-0471-V01**).
- Students need to ensure they are backing up all data securely on a regular basis. All backed-up electronic data and resources used for school coursework must be stored on another device or electronic medium that is accessible on demand. The school is not responsible for lost or corrupted data.

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 the implementation of Casula High Schools procedures, 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.
- During school hours, students, parents and carers should communicate via the school office.
- Switch off or put their digital devices on silent during school functions, meetings and when in the classroom.
- Provide digital devices that meet Casula High School specifications and expectations in support of the bring your own device program (BYOD) and complete related paperwork. Mobile phones do not constitute a device which supports the BYOD program. Mobile phones are not used to support teaching and learning.

For the principal and teachers

- Be aware of Casula High School policies relevant to both personal and students' appropriate use of devices and online services.
- Deliver learning experiences that encourage safe, responsible and respectful use of devices and online services. This includes:
 - a. Establishing explicit expectations for using digital devices and online services in the classroom that aligns with Casula High School's Behaviour Policy, this policy and Department policy.
 - b. Identifying strategies that ensure that all students are able to engage in classroom activities, including strategies that accommodate students without a personal device.
 - c. Being aware and abiding by the Terms of Service for any online services used for the purpose of teaching and learning experiences.
 - d. 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 Department policy.

- Respond to and report any breaches of data, and inappropriate use of digital devices and online services as required by established Casula High School procedures, and Departmental policy. This includes:
 - a. Reporting the creation, possession and/or distribution of indecent or offensive material to the relevant school authorities, and if needed, escalating to the Incident Support and Report hotline as required by Departmental policy and mandatory reporting.
 - b. Working with the Department, Officer of the eSafety Commissioner and the Police (if necessary) to resolve cases of serious online bullying.
 - c. Following Casula High School's behaviour management plan and relevant School policies when responding to any incident of inappropriate use of digital devices and/or online services.
- Identify professional learning needs and participate in professional development related to the appropriate use of digital technologies.
- The principal is responsible for supporting the notification of staff regarding updates and amendments to Casula High School policies relating to the use of personal devices and online services as they pertain to staff and students.

For non-teaching staff, volunteers and contractors

- Be aware of the Department of Education's Student Use of Digital Devices and Online Services policy (**PD-2020-0471-V01**), this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to their line manager as soon and as practicable.

Communicating this procedure to the school community

Students will be informed about this procedure upon enrolment.

This procedure can also 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. All updates will be available on the school website.

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: What is safe, responsible and respectful student behaviour?

- Not damage or disable devices, device systems or networks of the NSW Department of Education.
- Not disable settings/programs that have been applied as departmental standards for school technology that ensures virus protection and spam filtering.
- Keep passwords confidential and change them when prompted and/or as required.
- Not allow other students to use their personal e-learning account, and only ever use their own e-learning account.
- Securely log off of school-owned devices at the conclusion of a learning session.
- Report and/or seek advice if they think they have received a virus and/or spam, or if they receive a message which asks them for personal information and/or makes them feel uncomfortable.
- Never knowingly initiate or forward a message or email containing:
- A message/information that was sent to them in confidence.
 - A computer virus or attachment they suspect may be capable of damaging the recipient's device.
 - Inappropriate or offensive material.
 - Chain emails or hoax emails.
 - Spam (i.e. advertising material).

Privacy and Confidentiality

To maintain the privacy and confidentiality surrounding themselves, their work and devices, students will:

- Never reveal or publish personal information (i.e. names, addresses, photographs, credit card details and/or telephone numbers) or information about others. This includes email addresses.
- Avoid any involvement with material or activities which could put at risk their own safety, or the privacy, safety or security of the school or other members of the school community.

While at school ALL material on the device is subject to review by school staff.

Upon enrolment in a New South Wales Government school, parental / guardian permission was sought to allow the student to access the Internet at school, based on the Department of Education's Student Use of Digital Devices and Online Services policy (**PD-2020-0471-V01**).

This policy forms part of the Agreement for use of school and personal digital technology at Casula High School:

- At school.
- Where in connection with a school-related activity, school related program, including coursework and outside school.

To ensure equitable access and proper safety, students will:

SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own username and password, and never share them with others.
- Ensure you log off all devices when you have finished using them.
- 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.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
- Protect our network by not disabling any devices or programs that ensure virus protection and spam filtering.

HIGH EXPECTATIONS

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Use online services in responsible and age-appropriate ways.
 - 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, gamble or do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
- Ensure that all communication through school Internet and personal use of devices is directly related to school learning.

- Ensure that services are not used for authorised commercial activities, political lobbying, online gambling or any unlawful purpose.

ACHIEVEMENT

- Always acknowledge (by referencing) the creator or author of any material used to support and/or inspire their own work.
- Never plagiarise or violate copyright law by not acknowledging an author/creator of material.
- Never distribute, publish or use material that is not their own and they have not paid explicitly for. This includes photographs, assignments, digital software etc.
- Use technology for learning
- Build your knowledge and understanding

RESPECT

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take or share a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be:
 - 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.
- Follow the Digital Devices and Online Services Policy.
- Be aware of copyright issues.

PREPARED

- Take care with the digital devices you use.
- Make sure the 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 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.
- Remember passwords and logins

Appendix 3: Specifications required for bring your own devices

Bring Your Own Device Program

Bring Your Own Device (BYOD)

At Casula High School, students in Years 7-10 use iPads to support and enhance their learning. As such, parents and caregivers are encouraged to supply their child with an iPad as part of their essential school equipment for everyday learning.

Families are responsible for making their own decisions about where and how to purchase an iPad for their child.

iPads Specifications

Based on our experience of BYOD from the last few years, the minimum specifications for student-owned iPads are as follows:

- iPads produced **AFTER 2019**. This is to ensure performance and reliability of the operating system, as well as compatibility with our school environment.
- iPads with a **minimum screen size of 9.7 inches**.
- **Wi-Fi only** iPad models. This guarantees their access to the Internet at Casula High School is secure and filtered.

Families make their own decisions about where and how to purchase iPads.

Other Recommendations

- Apps. Please refer to our school website for a list of recommended apps regularly used in our classrooms.
- A robust, protective case. We strongly recommend a case with a built-in screen protector to minimise any potential damage. For example, Otterbox and LifeProof cases are both highly effective.