



Off and Away

Student use of digital
devices and online
services

Overview

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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.

This procedure document is written to support the change to Department policy [Student use of digital devices and online services](#), dated 16/03/23. Based on consultation with the P&C, staff and the school community, Sir Joseph Banks High School has made the decision to go mobile phone / device free for students at the commencement of Term 4, 2023.

Associated references [Definitions of key terms \(nsw.gov.au\)](#)

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.

It 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.

These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device.

Our School's Approach

While mobile phones and other such devices have significant advantages for use in the broader community, their use in schools can be highly problematic. In schools, mobile phones can be significant distractors to learning and contribute to a student's cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered/unsupervised access to the internet and social networking platforms. The use of technology is important, but the risks and benefits need to be managed.

From term 4, 2023 and in line with [Student use of digital devices and online services](#), SJBHS will implement the following.

- Students may not use mobile phones and other personal electronic devices while on school grounds at any time.
 - 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
 - For the purpose of these procedures, 'mobile phones and other personal electronic devices' includes smart watches and all other electronic devices (including iPads and

other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. These procedures are outlined to manage student use of these devices at Sir Joseph Banks High School.

- Devices are to be 'off and away all day' from the time students enter school grounds in the morning until they have left school grounds at the end of the day. This includes before school and at break times.
- BYOD or school issued laptops are NOT part of the ban, however, these devices are not to be accessed before school or during break time in the playground. Students who wish to use laptops at these times must do so in the library or a classroom under the supervision of a teacher. Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.
- No phones to be used for canteen, uniform or office purchases, including those who have an exemption. Students must have debit cards or cash for making these purchases.

Exemptions / Accommodations

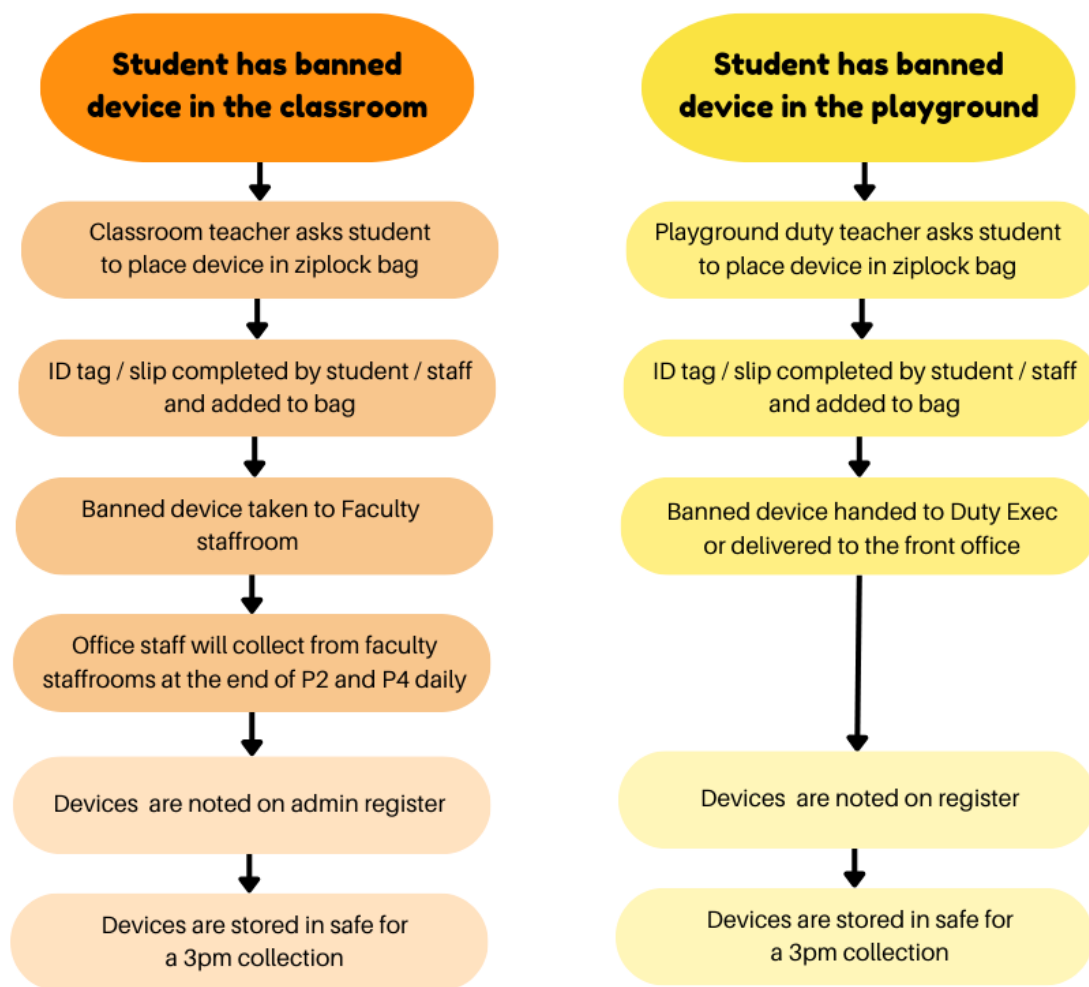
A small number of exceptions/exemptions may be made. These exemptions will only be available for:

- Managing a health condition

Health related exemptions can be sought by parents/caregivers by contacting the Principal and completing the Mobile Phone Exemption Application. In the case of a health condition, a letter from a medical professional stating when and how the device is to be used will be required. The Deputy Principal will work alongside parents and complete the Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal.

Consequences for inappropriate use

- If requested by a teacher or staff member, students will immediately place their mobile phone or electronic device into the Phone Breach Envelope/plastic zip-lock bag. The bag will be delivered by the student to the Faculty staffroom. These will be collected by the office and recorded on the Daily Phone Register and securely stored in an Administration safe.
- Consequences will be applied according to the School's [Behaviour and Discipline policy](#). These include, but are not limited to:
 1. Confiscation of the device until the end of the day on the students first offence.
 2. On the second offence, confiscation of the device until such time as their parent/caregiver can attend school to collect the device and issuing of a Formal Caution to Suspend.
 3. On the third and subsequent, a Suspension, for persistent failure to follow the procedures of this policy and the School's Behaviour and Discipline Policy.
- Withdrawal of a student privilege to bring their device to school.



#OffAndAway

Behaviour Management for breach of Off and Away

1. **In class**, any students with a phone/device out of their bag will be required to place the device in a SJBHS Phone Envelope/zip-lock bag, clearly marked with the student's details and phone condition. The teacher take the device to the faculty at the end of the period, where it will be securely stored for office collection. In the first instance, the phone will be available for collection from the front office at the end of the school day.

2. **In the playground**, any student with a phone/device out of their bag will be instructed to place their phone in a SJBHS Phone Envelope/zip-lock bag and it will be confiscated by the staff on duty. The staff member will return it to the faculty collection point at the end of the break. In the first instance, the phone will be available for collection from the front office at the end of the school day.

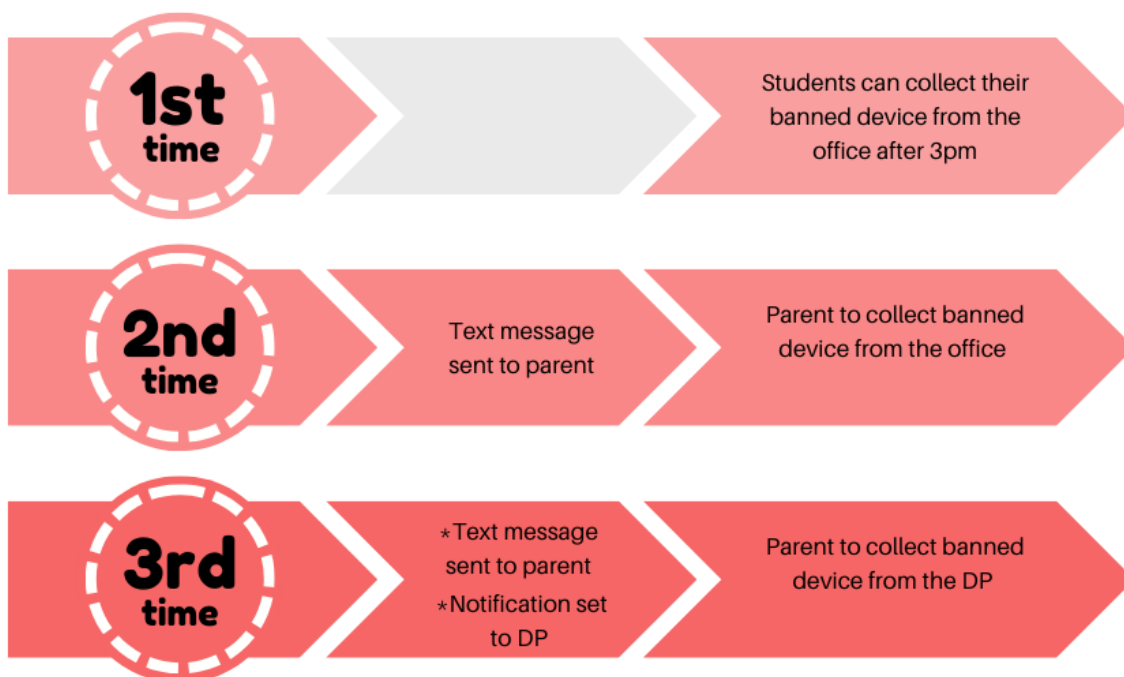
3. **Students who fail to cooperate with the above process** will be referred immediately to the Head Teacher. The device will be confiscated in line with the class / playground process. envelope will be delivered by the student to the Deputy Principal, who will enter the phone on the Daily Phone Register and securely store the device in an Administration safe. The Deputy Principal will contact the parent/caregiver and the student will be referred to the Behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device with the parent/caregiver (parent/student by arrangement with Deputy Principal). In addition, due to the continued behaviour, a Negative Incident is created by the Deputy Principal (Continued

Disobedience – failure to follow instructions) and the Phone Breach is referred by the teacher to the Deputy Principal – Head Teacher adds additional actions.

4. **Students who fail to follow Head Teacher instructions** will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone and contact the parent/caregiver to organise for collection of the device. Persistent failure to follow instructions and follow reasonable requests, will be referred to the Deputy Principal. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School’s Behaviour and Discipline Policy.

5. **Students with multiple mobile device breaches or device misuse entries** will be referred to the Deputy Principal. A meeting with the parent/caregiver will be organised by the Deputy Principal. During this meeting, a Behaviour Support Plan will be developed. In addition, further action may be taken that includes consequences, such as a Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School’s Behaviour and Discipline Policy.

If a student is seen with a banned device:



 #OffAndAway

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must speak with a Deputy who will make arrangements.

Should a parent or carer need to contact their children through the day, they are to call the school office on 9773 6054.

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

- Respect and follow school rules and procedures and the decisions made by staff.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.

For parents and carers

- Contact the school front office to pass on messages rather than contacting a student directly on their device (for acceptable reasons only, students will be permitted to use a phone in the front office to contact their parent/caregiver under the supervision of the Deputy Principal).
- Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- Work collaboratively with the school to Support implementation of the school procedure and help reinforce Sir Joseph Banks High School's Use of Mobile Phone (Personal Devices) Procedures with their child/ren.
- 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.
- 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

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:
 - 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.
- Participate in professional development related to this 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.

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 Year meetings in Week 7 & 8 Term 3. Reminder sessions will be held as identified from wellbeing data / coordinated support.

Parents and carers will be advised via email and school portal messaging, including a copy of this document. 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 bi-annually or as directed by the department.

Appendix 1: Key terms

Insert definitions if required. A sample list is provided below.

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.

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Appendix 2: What is safe, responsible and respectful student behaviour?

Be 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 usernames and passwords, and never share them with others.
- 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.

Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- 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.
- 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, to gamble or to 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.

Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take 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.

Appendix 3: Application for Exemption



Application for Phone (Personal Devices) Exemption

| |
|---|
| Student name: |
| Year: |
| Deputy Principal: |
| Parent/Caregiver name: |
| Parent/Caregiver contact number: |
| Outline the health/wellbeing reasons that require an exemption: |
| Supporting documentation attached? (You will need to attach a medical certificate that outlines why your child requires an exemption from these procedures) Yes / No |
| Parent/Caregiver signature: |
| Date: |
| Principal approval Yes / No and reasons why: |
| Principal signature: |
| Date: |

Appendix 4:

[Confiscation of student property \(nsw.gov.au\)](https://www.nsw.gov.au)

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