APPIN PUBLIC SCHOOL

97 Appin Road
Appin N.S.W. 2560
Phone: (02) 4631 1220
Fax: (02) 4631 1486
Email:appin-p.school@det.nsw.edu.au

_____

Appin Public School Digital Device Policy

This policy outlines Appin Public Schools management of students' use of mobile phones, devices and Smart watches. It promotes the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology.

1. Policy statement

1.1 This policy covers student use of mobile phones, devices and Smart watches 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 mobile phones, devices and Smart watches by primary school students is not permitted on school grounds, at school-related activities and school events held off site. This is 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 Appin Public School will 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.

1.5 Appin Public School will create a school digital devices and online services procedure that aligns with this policy, Department of Education policy and accepted school practices and requirements.

1.6 Students, parents, carers, and school staff are to be consulted in the development of their school procedure. Students may be represented by their Student Representative Council and parents and carers by the school's Parents & Citizens association as appropriate.

1.7 Incidents of inappropriate use of mobile phones, devices and Smart watches will be managed and reported in accordance with Appin Public 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.

1.8 If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the guide for students/ parents/ carers about making a complaint about our schools. The Department's Complaints Handling Policy

and Procedures also provide information and links to other resources to support staff in managing complaints effectively.

2.Audience and applicability

2.1 This policy applies to Appin Public School and its students.

3. Context- School Provided Devices (iPads and Computers)

3.1 The Department provides guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology.

3.2 Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

3.3 Student use of digital devices and online services in schools is intended to enhance learning, wellbeing and educational attainment. Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

3.4 For some students, the use of digital devices and online services allows them to fulfil additional roles and responsibilities they have within the family that may intersect with their school life.

3.5 Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

3.6 Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

3.7 The Department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

3.8 This policy should be read in conjunction with other relevant departmental policies, procedures and guidelines.

4. Responsibilities and delegations

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

4.1 Students:

- have the responsibility to turn off mobile phones, devices and smart watches at the school gates, hand them directly to office staff in a labelled ziplock bag. At the conclusion of the school day students have the responsibility to collect their mobile phones, devices and smart watches from the office and not turn on these devices until they are outside of the school gates.
- 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.

4.2 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 Departments 2018 School Community Charter.

4.3 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.

4.4 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.

4.5 Principals:

- 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.

Implementation date - Term 1 2020

Appin PS Mobile Phone, Device and Smart Watch Policy February 2020