



Purpose

This procedure guides student use of digital devices and online services at James Ruse Agricultural High 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

BYOD School

Our school is a BYOD school. Before attending school families are provided with a list of specifications required when purchasing suitable devices for their child. Students must sign a BYOD student agreement which is saved by the school technology manager. Our school uses Google Classroom as a digital learning platform so there is an expectation that students will need access to this at school as well as at home.

Phones for learning

Teachers can decide that phones, like any other device, have a legitimate role for learning in the classroom. The teacher determines when the phone is the most appropriate learning device for the activity and at other times students should not be using their phones during class.

Right time and place

Students are not permitted to use digital devices at recess or lunch unless they are using them for educational purposes and, in that case, they must be in the library.

Teachers decide when students should use their devices in the classroom or for homework. Ensuring that students follow teacher instructions with regards devices is a classroom management issue.

Contact between a student and a parent during the school day

Should a student need to contact a parent or carer during the school day, they must approach the administration office and ask for permission to use the school's phone or ask



their teacher if they can use their own device to do so. During school hours, parents and carers are expected to only contact their children via the school office

Responsibilities and obligations

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 (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/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; and 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.
- 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:

- Student preferences will be explored via a Student Representative Council meeting.
- The school procedure will be discussed at Year Group Meetings.

Parents and carers:

- Parent and carer preferences will be explored via a parent information evening or P&C meeting.
- Parents and carers will be advised via the school newsletter.
- This procedure can be accessed electronically via the school's website and in Sentral.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Review

The principal or delegated staff will review this procedure annually.