



## Context

# Digital devices and online services procedure

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.

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.

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.

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.

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.

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.

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.

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

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

## Roles & Responsibilities

**Students:** • 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.

**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 2018 School Community Charter.

**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



## Procedures

# Digital devices and online services procedure

No mobile phones are to be brought into Carlton Public School, as per the Digital Devices and Online Services Policy, advised by the Department of Education. (Jan 2020)

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Students are permitted to bring in their personal digital devices (iPads, laptops, tablets) to support the BYOD policy and teaching and learning programs at Carlton Public School.

Student personal devices will be stored securely in designated areas within the classroom and are not permitted to be on the playground during break times.

Students are not permitted to be using any application for entertainment purposes during wet weather, indoor break times or any other times during the school day.

Digital devices are to be used for educational purposes only at Carlton Public School.

Personal digital devices can be taken by the student to language and library classes, but are returned and stored securely in designated areas within the regular classroom.

Devices should arrive at Carlton Public School with a charged battery, suitable for use over the school day.

For equity at Carlton Public School, in the event that a student cannot bring their own personal digital device, a school owned iPad or laptop can be used to support teaching and learning programs, when available.

At the completion of the school day, digital devices are to be placed in school bags and taken home.

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**“Use technology to enhance your content  
-- not the other way around.”**

*Paulette Williams, Technology-Integration Specialist*

[edutopia.org](http://edutopia.org)

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# Rationale

*This strategy statement sets out requirements for student use of personal mobile electronic devices with the capability of connecting to the school's Wi-Fi network at Carlton Public School. The implementation section includes purposes, principles, options and responsibilities for Carlton Public School teachers, students and parents/caregivers.*

The purpose of this strategy is to clarify what is considered acceptable and unacceptable student use of Information and Communication Technologies (ICT), including the Internet, shared network drives, laptops and mobile devices. Carlton Public School embraces student use of ICT in the belief that it enables students to learn in a multitude of different and powerful ways with great efficiency.

# Carlton Public School

## Bring Your Own Device

**Carlton Public School, in consultation with its community, will encourage Stage 2 and Stage 3 students to bring their own personal mobile electronic devices to school for the purpose of learning. School-developed guidelines and procedures for BYOD have been communicated to staff, students, parents and caregivers.**

### Strategy statement

The school network, web sites, email and electronic learning systems have been implemented with educational purpose in mind. Students will be permitted to use personal wireless devices for their own personal learning. However, all content stored on, or accessed from, the device must fit within the values of Carlton Public School and this policy.

The use of personal mobile devices at Carlton Public School will:

- Deepen learning
- Be personalised and student-centred; and
- Meet the expectations of teachers, students, parents and caregivers within the school.

### Implementation

#### Equity of access

If technology is considered an asset in the teaching and learning of the curriculum, then all students will need to have access to devices, as well as the opportunity to engage in educationally sound uses of the devices.

To accomplish this, the Carlton Public School has decided to commit to a BYOD model that involves:

1. Ensuring that all students have access to a device through:
  - The provision of school-owned devices to be checked out to students to be used during class whose families are unable to provide a personally owned device.

2. Ensuring that teachers are ready to integrate the effective use of technology into the curriculum.

While the BYOD models could advance equity of access, they also have the potential to introduce new inequities. For example, students who have Internet access at home will benefit more from access to devices than students who do not have Internet at home.

#### Network access

If the BYOD model is to be a success, the technological infrastructure must be configured and enhanced to meet the needs of the personally owned devices on a scale probably not seen in the school in the past.

Examples of the type of policy considerations and procedures that arise related to network access for personally owned devices include:

- Security and Internet filtering that will apply to devices logged into the school network.
- A strategic technology plan that sets implementation expectations.
- Dissemination of information on programs outside the school that could support home or community access. Those programs might include information on community centres and public libraries where access is available.

#### BYOD readiness of Carlton Public School

The success of the BYOD implementation at Carlton Public School will be determined, in part, by the school's commitment to future focussed learning, the BYOD model and the preplanning and readiness of the school.

The extension, updating or applicability of these strategies in an effort to advance the effective uses of personally owned devices might include:

#### *A vision*

Revising/updating the vision for learning in the school to include the personalisation of learning, advanced through personally owned devices for all learners.

#### *School improvement processes*

Using the process for school improvement to translate the vision into practice at the schools. Such work should address leadership, school learning environments, school culture, professional development, educator competencies, expectations for integration of personally owned devices into unit/lesson design, redesign of assessment to capture future focussed skills and ICT skills.

#### *Digital content/resources*

Strategies may be required that discuss the acquisition of digital resources.

#### *Technology readiness*

Ensuring that all school infrastructure/networks are optimally configured to ensure success with personally owned devices.

#### *Funding*

Schools need to allocate funding for all aspects of BYOD implementation. Part of the process might include the repurposing of existing budget items (such as textbooks or printing) to investment in digital resources.

#### **Monitoring, evaluation and review**

Statement about monitoring, evaluation and review

#### The role of students

While the staff at Carlton Public School will make every effort, the students are responsible for preventing the loss or damage of their device.

Students are responsible for their own behaviour and actions. They are careful and respectful when using ICT facilities and devices.

Students understand and respect that there will be times when their parents/caregivers and teachers wish for them not to make use of ICT. At school, some learning will occur that does not require the use of a device. At home there will be times when parents/caregivers wish for their children to 'disconnect' from schoolwork or socialising with friends.

Students understand and respect the need for staff

and parents/caregivers to check what they have been doing with the device. These checks will be conducted randomly throughout the whole school year.

Students are 'cyber-smart' and take reasonable precautions to avoid online dangers, as outlined on the Cybersmart website ([www.cybersmart.gov.au](http://www.cybersmart.gov.au)). Specifically they are familiar with:

- Avoiding unwanted contact;
- Cyberbullying;
- Protecting personal information;
- Trusting online friends;
- Offensive content;
- Identity theft.

#### The role of parents/caregivers

Parents and caregivers are ultimately responsible for setting and conveying the standards that their children should follow. Carlton Public School expects that those standards will be in accordance with school rules, this strategy and other school policies.

#### The role of teachers

Teachers will embrace student use of ICT in the belief that it enables students to become more powerful and efficient learners. They will provide guidance and instruction to students regarding appropriate use. Teachers and the school will make every attempt to

ensure that loss and/or damage is minimised.

#### Unacceptable use

When using ICT, students should be aware of the issues relating to privacy of both themselves and others. Students should take the utmost care when using ICT equipment as it is easily damaged and expensive to replace.

Explicitly, students should not:

- Capture or distribute voice recordings, still images or video footage of any person without their permission;
- Access, create or distribute offensive material;
- Post personal details about themselves or others in electronic public spaces;
- Share their user name or password with others;
- Play games without permission;
- Delete their internet history;
- Use personal internet to access web content that has been restricted by the school.

#### Disciplinary Actions

Generally, classroom teachers and executive teachers will ensure that appropriate consequences are put in place for inappropriate student behaviour in relation to use of ICT.



## iPads/Tablets/ Laptops

# Bring Your Own Device (BYOD) Student Agreement

The Carlton Public School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Carlton Public School does so with the expectation that students will make good decisions with regards to their personal use of technology.

Students who wish to take advantage of the BYOD program must read this agreement in the company of an adult. This page is to be signed and returned to the school and given to the classroom teacher.

By signing at the bottom of this page, students agree to the following behaviours:

- I agree that my use of the Department's internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share those with others.
- I agree not to hack or bypass any hardware and software security implemented by the Department of Education or my school.
- I agree to report any inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I agree that the use of my device during school activities is at the discretion of the teacher.
- I have read the student responsibilities in the BYOD policy in the attached appendix and agree that I will abide by them.
- I agree not to use BYOD to knowingly search for, link to, access or send anything that is:
  - Offensive
  - Violent
  - Threatening
  - Abusive
  - Defamatory
  - Considered bullying behaviour

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Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Caregiver: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_