

Student Use of Digital Devices and Online Services Procedure

Mobile Phone Policy

Purpose

This procedure guides student use of mobile phones 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.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of mobile phones by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. This procedure covers student use of mobile phones 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.

Killara High School is a BYOD school. This document focuses on mobile phones and works alongside our school's BYOD Policy. A comprehensive overview of procedures related to the school's BYOD program are set out in the school BYOD Policy and supporting documentation found on the Killara BYOD Learning Hub at:

<https://www.killarabyod.com.au/byod-policy-and-setup.html>

Our School's Approach

At Killara High School it is expected that mobile phones are off and away during learning time. In addition to this, earphones/earbuds should also be stored in bags.

It is recognised that in certain contexts teachers may wish to utilise phones as learning tools for specific activities. The use of phones as learning tools is at the teachers' discretion and students may use phones only with the explicit permission from their teacher and for the exclusive use and duration stated by the teacher.

Students are not allowed to use digital devices in the following spaces under any circumstances: changing rooms; toilets; gyms; and swimming pools.

Exemptions

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. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

There may be specific circumstances where the use of a phone is beneficial as an adjustment tool to assist students with specific learning or wellbeing needs. This may include students with disability and additional learning and support needs, EAL/D students, or students with specific wellbeing needs.

A phone use exemption pass may be issued by the school to individual students. This pass will include specific rules and procedures that the student must follow and will allow the student to use their phone for specific purposes. For example, EAL/D students often benefit from online translator tools.

Phone use exemption passes can be issued by the following staff members:

- Principal
- Deputy Principal
- EAL/D coordinator- for EAL/D students
- HT Personalised Learning- for students with disability and additional learning and support needs
- HT Wellbeing- for students with specific wellbeing needs.

Consequences for inappropriate use

Students who have phones out in class without the explicit permission of the teacher will be given an initial warning and if behaviour persists will be placed on a Faculty Level 1 by the classroom teacher. If behaviour continues whilst on Level 1 or anytime after, a Faculty Level 2 will be applied by the Head Teacher. If behaviour persists, the student will be referred to a Deputy Principal.

Students who use phones in the playground or during other school activities, should be encouraged to put these away by the supervising teacher.

Contact between students and parents and carers during the school day

In the event that a parent needs to contact a student this should be done during break times. In the event of an emergency, please contact the school through the front 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, 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 at school.

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 mobile phones, 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. 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; and 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.
- 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 according to 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:**

- Students will be informed of these school procedures via Year Meetings, Stage Assemblies, Student News, classroom posters and via the school newsletter.

Parents and carers:

- Parents and carers will be advised via the school newsletter and email.

Complaints

If a student, parent or carer has a complaint relating to this procedure, they should first email the school at killara-h.school@det.nsw.edu.au. If the issue cannot be resolved, please refer to the Department's guide for making a complaint.

(<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.

Policy current as of: 1/11/2020

APPENDIX 1: Policy Development Reference and Research Material

- **DoE ‘Student use of digital devices and online services Policy’**
<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>
- **DoE ‘Student use of digital devices and online services guide’**
<https://policies.education.nsw.gov.au/policy-library/associated-documents/digital-devices-guide.pdf>
- **Review into the non-educational use of mobile devices in NSW schools – report**
<https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools>
- **E-Safety Commissioner resources** <https://www.esafety.gov.au/>



Mobile Phones in the Classroom

RULES

- Phones are off and away
- Earphones/Earbuds are stored in your bag
- You may only use your phone with the explicit permission of your teacher

