

# FLORAVILLE PUBLIC SCHOOL

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## Procedure

## Mobile Phone and Wearable Technology Implementation of DoE Policy

## Last Review

2021

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Floraville Public School endorses the use of technology for educational purposes and delivers digital literacy as an important aspect of the school program. Selective, quality and empowering uses of technology provide learning opportunities and the ability for students to develop skills they will need in the future. Technology has an important role to play when students use it as instructed by their teacher and as part of the requirements of the curriculum.

In 2020, a new digital technology policy was released for NSW public schools. It covers student use of smartphones, smartwatches, tablets, laptops and any other device that allows connectivity to the internet and applications. The new policy includes the digital device restriction for primary schools announced by the NSW Government in December 2018. [Student use of digital devices and online services policy](#)

## PURPOSE

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.

## 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 as well as minimising class disruption.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities (such as school sporting events, excursions and camps) 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.

This procedure applies to:

1. All students at Floraville Public School and,
2. Students' personal mobile phones including wearable technology brought onto school premises during school hours, including immediately before school, recess and lunchtime.

## DEFINITIONS

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**Wearable technology** is any device that can be worn that connects to a cellular (telecommunication) system, with or without a physical connection to a network. It may take phone calls, send messages or take photos that can be transmitted to others outside school.

**School hours** for the purpose of this policy is a school day between the hours of 8.30am and 3.00pm

## PROCEDURES

Floraville Public School understands that students may need to bring a personal mobile phone or some form of wearable technology to school, particularly if they are travelling independently to and from school.

At Floraville Public School:

- **Students who choose to bring mobile phones or wearable technology to school must have them switched to a 'school mode' setting [or similar] and refrain from using during school hours [8.30am-3.00pm]. This includes lunchtime and recess, unless an exception has been granted.**
- **During school hours and when emergencies occur, parents, carers or any other known contact must only contact a child via the school office.**
- Exceptions to this policy may be applied if certain conditions are met, at the discretion of the Principal [see below for further information].
- Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner creating minimal disruption to others.

## Device storage

Mobile phones owned by students at Floraville Public School are considered valuable items and are brought to school at the owner's [student's or parent/carer's] risk. As a general rule, students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Floraville Public School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, students are required to secure them in their bag during school hours. For wearable technology, students must refrain from operating any of the devices functions, aside from telling the time.

## Consequences for inappropriate use

Students who use their personal mobile phones or wearable technology inappropriately at Floraville Public School may be issued with consequences consistent with our school's existing student engagement policies, i.e. Student Welfare and Discipline Policy and NSW Behaviour Code for Students.

At Floraville Public School, inappropriate use of mobile phones, any wearable technology or other device is considered to be **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone, wearable technology or other device:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to contact a parent, carer or other known contact
- to engage in inappropriate social media use including cyber bullying
- to capture video, images or sound record people, including students, teachers and members of the school community with or without their permission
- to capture video, images or sound record in the school toilets, classrooms or playgrounds

## Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Exemptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.

Generally, the two categories of exemptions considered under Floraville Public School procedures are:

### 1. Learning-related exceptions

- For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty e.g., Individual Learning Plan, Individual Education Plan.

### 2. Health and wellbeing-related exceptions

- Students with a health condition Student Health Support Plan.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## Camps, excursions and extracurricular activities

Floraville Public School will not allow students to take mobile phones, wearable technologies or other devices [including iPads] to camps, excursions, special activities and events.

## Exclusions

This policy does not apply to:

- Out-of-School-Hours Care [OOSH]
- Out-of-school-hours events
- Travelling to and from school

## 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.
- Ensure that mobile phones or wearable technology brought to school has 'school mode' setting [or similar] activated during school hours.

### 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](#).
- 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.
- Ensure that mobile phones or wearable technology bought to school has ‘school mode’ setting [or similar] activated during school hours.

### 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.
  - 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 e-Safety 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.
- 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 will be informed about this procedure through their classroom teacher.

After consultation with P&C, parents and carers will be advised via the school newsletter and school app. 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

This procedure was last updated in February 2021. The principal or delegated staff will review this procedure annually in consultation with the P&C.

## Appendix 1: Key terms

**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.

## 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, video or sound record 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.