



Floraville Public School
Mobile Phone and Wearable
Technology

Protocol and Procedures

Contents

Document History	2
Policy and associated links.....	3
Purpose	3
Scope.....	3
Review.....	3
Our School’s Approach.....	4
Inappropriate Use	4
Consequences for inappropriate use.....	5
Exemptions.....	5
Camps, excursions and extracurricular activities.....	5
Contact between students and parents and carers during the school day.....	6
Responsibilities and obligations.....	6
For students	6
For parents and carers	6
For the principal and teachers	6
For non-teaching staff, volunteers and contractors.....	7
Communicating this procedure to the school community	7
Students:	7
Parents and carers:	7
Complaints	7
Appendix 1: Key terms	8
Appendix 2: What is safe, responsible and respectful student behaviour?	9
Be SAFE.....	9
Be RESPONSIBLE.....	9
Be RESPECTFUL	9

Document History

Version	Author	Date
2.0	Floraville Public School	February 2023

Policy and associated links

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

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. 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.

Review

To ensure that protocol and procedures are current and to ensure continuous improvements, this document is due for review at the beginning of each year. If there are changes required outside of this timeframe, this document is to be updated accordingly.

Our School's Approach

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.

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 devices during school hours of 8:30am – 3:00pm. This includes lunchtime and recess, first and second breaks, unless an exemption 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 protocol and procedure may be applied if certain conditions are met, at the discretion of the Principal. Where a student has been granted an exception, the student must use their mobile phone or wearable technology for the purpose for which the exception was granted, and in a safe, ethical and responsible manner, creating minimal disruption to others.

Mobile phones owned by students at Floraville Public School are considered valuable items and are brought to school at the owner's risk. Generally, 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 or 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 device's functions, aside from telling the time.

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 behaviour expectations and the NSW DoE Behaviour Code for Students.

Inappropriate Use

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 in inappropriate social media use including cyber bullying
- to capture video, images or sound of others, including students, teachers and members of the school community, with or without their permission
- to capture video, images or sound in and around the school, but not limited to toilets, classrooms and the playground

Consequences for inappropriate use

The following consequences may apply for inappropriate use of mobile phones or wearable technologies:

- Student is given a warning from a teacher or another staff member
- Student is referred to an Assistant Principal or the Deputy Principal
- Student access to the school network is restricted
- Teacher or Principal arranges a meeting with the student's parent or carer
- Digital device is confiscated by a staff member and secured in the office
- Suspension in line with the [Student Behaviour Policy](#)
- Police and/or Child Wellbeing involvement for serious incidents

Exemptions

An exemption from parts of this protocol and its associated procedures, 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 applies. The exemption may be ongoing or for a certain time period. Exemptions to any part of this protocol 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 protocol and procedure:

- 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's Protocol and Procedures are:

1. Learning relation exceptions
 - a. For students for whom a reasonable adjustment to a learning program is needed because of a learning difficulty or disability, for example, as part of an Individual Education Plan.
2. Health and wellbeing relation exceptions
 - a. Student with a health condition and are managed utilising the Individual Health Care Plan

Where an exemption is granted, students can use the mobile phone or wearable technology for the purpose for which the exemption was granted.

Camps, excursions and extracurricular activities

Floraville Public School does not allow students to take mobile phones, wearable technologies, or other devices, such as iPads, to camps, excursions, special activities and events. This does not apply to Out of School Hours Care (OOSH), out of school hours events unless specified, and whilst travelling to and from school.

Contact between students and parents and carers 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. During school hours, parents and carers are expected to 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 expectations 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 mobile phones remained switched off at school and that wearable devices are in a suitable mode that allows for telling the time.

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 [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.
- Parents and carers are to ensure that their child's mobile phone is switched off at school and that wearable devices are in a suitable mode that allows for telling the time only.

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. 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 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:

- Classroom teachers will inform their students about this protocol and procedure.

Parents and carers:

- Parents and carers will be advised via the school newsletter
- This procedure can be accessed electronically via the school's website
- The procedure will be tabled at a P&C meeting for parent and carer perspectives

Complaints

If a student, parent or carer has a complaint under this procedure, they should first raise the complaint with the Deputy Principal or Principal. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our school: [Complaints compliments and suggestions](#)

Appendix 1: Key terms

- 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.
- 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 and 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; and 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 or video of 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.