Lindfield Learning Village

Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at Lindfield Learning Village. Lindfield Learning Village 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 (laptops, mobile phones, tablets, portable computer games, iPods and other similar devices) and online services by students in Lindfield Learning Village. 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.

Lindfield Learning Village's Approach

Lindfield Learning Village is a BYOD school.

Minimum device requirements are published on the school website and updated annually.

[Student Device Specifications and Minimum System Requirements as of 2023.pdf](#)

Any device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and having the listed software installed.

Damage or Loss of Equipment

- Students bring their own device for use at LLV at their own risk.
- For the removal of any doubt, Lindfield Learning Village will not be responsible for any loss, theft or damage to: (a) the device (b) data stored on the device while the device is at school or during a school-related activity, in negligence or otherwise.
- Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance for use outside the home is appropriate for the device.
- In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.
- The above clause does not bind students to the determination of the Principal.

- If students should bring peripheral equipment, including power charges and cables to school with their device Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

Restrictions

Principals, in consultation with their community, have discretion to make decisions about student use of digital devices in all other school related settings, including before and after school. Furthermore, Principals, in consultation with their community, have the flexibility to make decisions about restricting or permitting student use of digital devices (personal or school provided) in all school-related settings, including during class, at recess and at lunch.

Mandatory requirements as per Department of Education outlines the following restrictions.

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

PRIMARY

The use of digital devices by primary school students (personal or school provided) is restricted during class, recess and lunch unless:

- approved by a teacher or principal for an educational purpose
- use forms part of a reasonable adjustment for student learning and wellbeing
- or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan
- an exemption has been granted for other reasons.

Exemptions

An exemption from parts of this policy or 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 applies. The exemption may be ongoing or for a certain time period.

Examples of exemptions include but are not limited to situations where:

- A student has a wellbeing need to privately contact a support service or their parents or carers. Examples of support services include but are not limited to mental health specialists, social services, juvenile justice case workers and religious leaders.
- A student is a young carer.
- Family circumstances may require an exemption for compassionate reasons. This may include circumstances such as a family member is having a new baby, undergoing an operation or facing terminal illness. It may also include restriction on times when a student can contact a parent such as a family member living overseas or parental incarceration.
- A student has a compelling, short term reason such as hearing back from an employment interview.

Reasonable adjustments

Some students require reasonable adjustments to their learning and support needs under the Disability Standards for Education 2005. A disability includes a medical condition impacting a student. The school must consult the student, and their parents or carers as appropriate, in determining the adjustments for the student.

Reasonable adjustments include access to digital technologies to participate in the education on the same basis as a student without a disability. Providing reasonable adjustments to students with disability is an obligation under the Disability Standards and does not require students or parents or carers to seek an exemption under this policy.

Strategies to respond to inappropriate use

Inappropriate use of BYOD is responded to according to the *LLV Wellbeing and Behaviour Policy*.

Confiscation of student devices is a last resort and ideally chosen as an agreeable strategy by both staff and students.

If devices are confiscated they are stored in a locked cupboard in Student Reception.

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 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. Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

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. This includes the use of VPNs or remote proxies to bypass the Education department's internet filters which is a breach of *LLV Wellbeing and Behaviour Policy*.

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 follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

- Respect and protect the privacy, safety and wellbeing of others.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- 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.

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.
- 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.
- Support implementation of the school procedure, including its approach to resolving issues.
- 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. 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 new procedure.

Parents and carers:

- 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 Lindfield Learning Village's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about Lindfield Learning Villages (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.

Appendix: 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 a 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.