



JOHN PURCHASE PUBLIC SCHOOL

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DIGITAL DEVICES & ONLINE SERVICES PROCEDURES

AT SCHOOL AND ON SCHOOL EXCURSIONS

updated October 2023

Rationale

The NSW Department of Education considers digital devices to include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. Online services include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media and other online spaces. 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 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.

The classrooms at John Purchase Public School are equipped with digital devices such as iPads, notebooks and personal computers, for educational purposes and necessary adjustments to support individual needs. Online services are accessed, with teacher supervision, in the context of a learning environment. Therefore, personal student devices are not required at JPPS, to support the learning of individuals, as provision for ICT has been met by this school.

When used appropriately, mobile phones and related digital technologies, offer many advantages in terms of ease of communication and a sense of personal safety. John Purchase Public School accepts that some parents give their children mobile phones to protect them from everyday risks involving personal security and safety. However, mobile phones have the potential to have a negative impact on the learning environment and when used inappropriately can put the safety and wellbeing of students at risk. The widespread ownership of mobile phones, requires that the staff, students and parents at John Purchase Public School take steps to ensure mobile phones and related digital devices, such as smart watches, are used in a responsible and safe manner.

An increasing number of incidents involving the inappropriate use of mobile phones and social media both at school and home, on sites such as Facebook, Instagram and Skype, are of concern, especially as our students do not meet the minimum age thresholds set by many social media sites.

We seek the assistance of parents, to work collaboratively with the school to continue to provide a safe and supportive environment, which optimises student learning. We ask parents/carers to set aside some time to have a conversation with your child about their use of mobile phones and social media and to review the guidelines below for their use at this school.

The Australian Government website <http://www.esafety.gov.au> is a valuable resource which provides parents with an eSafety guide to popular social media sites and apps, as well as helpful information and strategies related to cyberbullying and internet usage.

In the instance that a parent feels it is necessary for their child/ren to have a mobile phone in their possession at school, or an excursion, it is the responsibility of the student to abide by the JPPS expectations for appropriate use. The decision to provide a mobile phone to children should be made by parents or caregivers, who should be aware that their child is bringing a mobile phone to school or to an excursion.

Personal devices such as smart watches and fitness bands cannot be connected to the Internet when children are at school. Parents and students need to ensure that measures are taken to ensure that the Internet connection is disabled at school (or on an excursion), such as switching the device to aeroplane mode.

Mobile phones should be off and away, while students are in the classroom or on the playground, during the school day. Mobile devices can be taken on school excursions following the parameters outlined below.

JPPS Expectations for Appropriate Use of Digital Devices including Mobile Phones

- Digital devices provided by the school, must be used for educational purposes.
- Approved online services, using the school's devices, may only be accessed under the direction of teaching staff.
- It is expected that every student will demonstrate the school's expectations of Respect, Responsibility and Aspire in an 'online' environment.
- Mobile phones (or devices such as smart watches) are brought to school with parental permission.
- Mobile phones should be switched off and placed in school bags, before students enter the school grounds.
- Smart watches and related devices should not be used to access the internet, or make calls, whilst at school.
- Mobile phones are to be kept in school bags throughout the school day.
- The school accepts no responsibility for lost, stolen or damaged mobile devices.
- Parents are reminded that in cases of an emergency or when messages need to be passed onto students, the school office remains the sole point of contact and will ensure any student is contacted and assisted, in an appropriate and timely manner.
- Students should protect their phone numbers by only giving the number to friends and family to ensure they are receiving communication from people known to them.
- Students must not lend a phone to another student at any time (except in an emergency).
- The student who owns the phone, will be held responsible for its use.
- Related technology such as portable computer games, iPods and other similar devices, should not be brought to school. The security of these items and the procedures applying to the inappropriate use of mobile phones will apply equally to these devices.
- Applications for exemptions to the usage requirements outlined, must be made in writing to the principal for individual consideration.
- Throughout the duration of excursions, the supervising teachers will carry mobile phones. If parents need to contact a child, for emergency reasons, they are kindly requested to call the school office (phone: 02 9875 3100) and staff from the school will then contact the teachers on the excursion. Teachers will carry contact details for all students with them for use in emergency situations. Therefore, parents should not contact students during excursions, on the student's mobile device.

Inappropriate Use of Mobile Phones (and digital devices) at School and on Excursions (including overnight excursions)

Students who engage in inappropriate use of mobile or digital devices will be subject to action in accordance with the school's Wellbeing guidelines. Inappropriate use of mobile phones, other digital devices and social media includes:

- Any breach of the expectations outlined in the acceptable use overview outlined above; and
- Using a mobile phone at a time that will disrupt the learning environment or interfere with the operation of the school including calls, text messages, accessing social media sites/apps and games;
- Making calls or sending messages with the intent to bully, harass or threaten another person;
- Using mobile phones to take photographs of other people without their consent;
- Uploading images or information to social media sites or apps;
- Using obscene, derogatory or socially unacceptable language while using a mobile phone;
- Using mobile phones to receive, download and display inappropriate photographs or other material;
- Recording conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation;
- Downloading or otherwise accessing inappropriate material on the internet;
- Using the device in a way that threatens, or is likely to threaten the safety or wellbeing of any person; and
- Use that is in breach of any law.

Additionally, on excursions, the following expectations apply:

- All students are to be made aware of the unacceptable uses of mobile devices, to ensure that they have a clear understanding of what is and is not appropriate.
- Students are only permitted to take approved photographs with their mobile devices. SIM cards should be removed.
- The making or receiving of calls, texts and MMS, internet access, use of social networking sites and apps, is not permitted during an excursion.
- Mobile devices should be switched off as soon as students have finished taking photographs or when instructed to by a supervising teacher.
- All mobile devices are to be handed to the supervising teacher during the evening and will be distributed at the start of each day on overnight excursions.
- Bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the phone, will not be tolerated.
- Recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation, is not permitted.
- Downloading or accessing inappropriate material on the internet is not permitted.
- Filming of any inappropriate behaviours involving students, that might occur during the excursion is not permitted

Possible Consequences of Inappropriate Use of Mobile Phones or Related Digital Devices

- Students who engage in inappropriate use of mobile devices will be subject to action in accordance with the school's Wellbeing guidelines.
- Keeping mobile phones/digital device for individual students in a central location, until the end of the school day, or when it can be collected by a parent or carer;
- Removing mobile phones from individual students on an excursion, until it is returned to the parent at the end of the excursion; or
- Reporting the matter to the police.

Please note: This agreement is to be signed prior to all
YEAR 5 and YEAR 6 overnight excursions.



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AGREEMENT FOR RESPONSIBLE STUDENT USE OF MOBILE PHONES OR DIGITAL DEVICES ON JPPS EXCURSIONS

Students must read and sign the Agreement for Responsible Student Use of Digital Devices on John Purchase Public School Excursions **in the company of a parent or caregiver**, so that every student clearly understands their responsibilities.

- I have read the school's guidelines regarding digital devices and agree that I will abide by these.
- I will use my digital device during excursion activities at the direction of the supervising teachers.
- I will use my mobile or digital device only for the taking of approved photographs.
- I will not use my mobile or digital device to make or receive phone calls, text or MMS messages, access to the internet, use of social networking sites or apps.
- I will not use my own mobile or digital device to knowingly search for, link to, access or send anything that is:
 - offensive pornographic
 - threatening
 - abusive
 - defamatory considered to be bullying
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that action will be taken if I breach any of the guidelines for the responsible use of mobile devices.
- I will hand my mobile device to my supervising teacher during the evening to be collected in the morning for use during the excursion visit and activities.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.

_____ in the presence of
Student Name

Parent Name

Student Signature

Parent Signature

Date: _____