

Luddenham Public School



School Digital Devices and Online Services Procedures

These procedures should be read along with [Student Use of Digital Devices and Online Services Policy](#) issued by the NSW Department of Education January 2020

Rationale

When used appropriately, digital devices offer students, their parents and staff advantages in terms of ease of communication and a sense of personal safety. The widespread ownership of digital devices among young people requires that the staff, students and parents at Luddenham PS take steps to ensure digital devices are used in a responsible and safe manner.

Purpose

The purpose of this policy is to ensure that:

1. digital device use does not disrupt the teaching and learning environment for any student or teacher;
2. potential risks to student safety and well-being posed by inappropriate use of digital devices can be identified and addressed;
3. students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of digital devices.

Responsibility

1. Luddenham PS strongly discourages students from bringing to school digital devices that transmit by phone or text messaging using wireless cellular technology. In the instance that parents feel it is necessary for their child to have a personal cellular digital device in their possession at school, it is the responsibility of the student to abide by the appropriate use guidelines outlined in this document.
2. The decision to provide a digital device to their children should be made by parents or guardians who should be aware that their child is bringing a digital device to school.
3. It is the responsibility of all staff and parents to comply with the appropriate use of digital devices guidelines as outlined in this document and Department of Education (DoE) policy.
4. The school accepts no responsibility for lost, stolen or damaged digital devices. The school also accepts no responsibility for students who lose or have their digital devices stolen whilst travelling to and from school.

Guidelines for Acceptable Use of Cellular Devices

For Students

1. All students are to be made aware of the unacceptable uses of digital devices to ensure they have a clear understanding of what is and is not appropriate.

2. Digital cellular devices should be switched off as soon as students enter the school grounds and kept securely in school bags. All hand held devices including personal phones and tablets should be handed in at the front office for safe keeping throughout the day.
3. Parents are reminded that in cases of 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.
4. Students are not permitted to bring digital cellular devices on school excursions and overnight camps under any circumstances.
5. School staff will not be held responsible for the security of digital cellular devices should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

For Parents and Community Members

1. At all official school functions, during meetings or when assisting in classrooms digital cellular devices should be switched off or put on 'silent'.

Unacceptable Use of Cellular Devices for Students

1. Digital cellular devices are not be used to make calls, send SMS messages, access the internet, take photos or use any other application while students are on school grounds.

Consequences of Inappropriate Use of Digital Cellular Devices

Students who engage in inappropriate use of digital cellular devices (for eg making phone calls, sending text messages, accessing the Internet or taking photos) will have their digital cellular device taken and stored securely until parents/carers are contacted and arrangements are made to collect the digital device. If this occurs, students will be subject to disciplinary action in accordance with the school's discipline policy. Some inappropriate uses can constitute criminal behaviour and will be reported to the police.

Digital devices are electronic devices

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. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of digital cellular devices will apply equally to these devices.

Implementation of this Policy

- a. Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- b. The community will be made aware of this policy through the weekly newsletter, at P&C meetings and the policy will be posted on the school's website.
- c. The policy will be made clear to all students and their parents seeking enrolment at Luddenham Public School.

References

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