# MUIRFIELD HIGH SCHOOL

Student Use of Digital Devices and Online Services Procedure

## 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.

Muirfield High School will not be responsible for any loss, theft or damage to a student's device or data stored on the device while the device is at school or during a school-related activity.

## Our School's Approach

Students are able to use digital devices in class at the discretion of teachers and staff. Devices should not be used in any manner or place that is disruptive to learning or the orderly and safe operation of the school. Students are able to use any digital device at break times and before and after school, as long as they are used in a safe, responsible and respectful manner.

Students are not allowed to use digital devices in change rooms and toilets under any circumstances.

Mobile phones are to be on silent and out of sight (eg in pocket or bag) during class time unless the teacher gives express permission for the mobile phone to be used or directs the mobile phone to be switched off and in line of sight of the teacher. Ear buds are not be in a student's ear during class time or assembly. Phone calls and text messaging must not be made or answered during class time.

Mobile phones are not to be used while a student is on detention. Mobile phones are to be off and in a student bag during examinations. All digital devices, including mobile phones, are to be on silent and out of sight during assemblies.

Use of digital devices, including mobile phones, at camps and excursions is at the discretion of the organising teacher. Students and parents will be advised in advance of the expectations.

The use of digital devices at TAFE, other external providers or work placement is at the discretion of the provider or employer.

Students' own devices should be charged at home and brought to school fully charged. Charging stations are available in the library, however, students are responsible the security of their device. The school does not provide storage facilities for students' digital devices.

## 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.

## BYOD laptop devices

Muirfield is moving towards being a BYOD school; that is, students in Years 7 to 11, as of 2023, are to bring their own laptop to school. It is recommended that students in Year 12 have their own laptop. Mobile phones and tablets are not to be used as a BYO device.

Students are responsible for the care and maintenance of their BYO devices, including updating software and installation of anti-virus software. The school strongly recommends insurance coverage of students' own devices to protect against accidental damage, theft or loss. Microsoft Office and Adobe products are provided to all NSW Department of Education students, free of charge, via the student DoE portal.

Parents who are unable to provide their child with a privately-owned laptop that meets the specification for the mandated laptop program, can apply to the school for an equity device.

The school **will not** purchase a device to assign to your student. In substitution of a personal device the school will consider options including:

a)      Make a device available for temporary loan.

b)      Priority or reserved access to desktop computers in computer labs or the Library during class time, before or after school or during breaks.

Extended loan of a laptop will require a holding deposit of $100. This deposit will be forfeited should there be damage to the laptop that is deemed by the school to be beyond normal wear and tear. Should the family request a subsequent laptop, after returning a laptop that has been deemed by the school to be damaged beyond normal wear and tear, the holding deposit will be $200.

## Consequences for inappropriate use

Teachers will remind students of the expectations and rules around the use of digital devices. Students who use devices during class time or settings when devices are not meant to be used or use a device inappropriately will be reminded to put the device away.

Students who repeatedly use devices when they are not allowed to or refuse to comply with a reasonable request to put the device away will face disciplinary consequences, which may include detention, notification to parents or short-term confiscation of the device by an Executive Teacher.

Principals and Executive teachers have the power of confiscation if any device is used contrary the school's expectations and School Behaviour and Discipline Code. This includes if a digital device is used in a manner that is not safe or respectful, such as:

- bullying, intimidating or otherwise harassing others through SMS or messaging or data transfer systems
- recording of 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
- filming of fights or other criminal behaviour
- using the device in a way that disrupts an individual's learning or is likely to disrupt the learning environment for others or interfere with the operation of the school

A refusal to comply with a reasonable request to hand over a digital device will result in the matter being dealt with under the School Behaviour and Discipline Code. This may result in detention or other forms of disciplinary action or suspension.

If students use digital devices inappropriately, action may include:
- banning students from using individual digital devices during the course of the school day
- confiscating individual digital devices from individual students
- requiring students to hand in their mobile phones to designated school staff at the beginning of the school day for collection when students go home
- applying student disciplinary provisions, such as detention, formal caution or suspension
- reporting the matter to the police.

This includes incidents outside of school where there is a clear and close connection to the school.

## Contact between students and parents and carers during the school day
Should a student need to make a call or send a text during the school day, they must:

- approach the administration office and ask for permission to use the school's phone; or
- use their mobile phone at recess or lunch.

During school hours, parents and carers are expected to contact their children outside of lesson times. Students who use their phone during class may face disciplinary action, even if parents are calling. In an emergency that cannot wait until break times, parents should contact the front office and administrative staff will arrange for the student to attend the front office.

# Responsibilities and obligations
Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

## 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.

## 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 Muirfield's bring your own device program.

## 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 eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - Following Muirfield's School Behaviour and Discipline Code when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- 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

Students will be informed about this procedure through assemblies and year meetings.

New families will receive a hard copy of the procedures. Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school's website.

## Complaints

If a student, parent or carer has a complaint under this procedure, they should first contact the school. 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

The principal or delegated staff will review this procedure annually.

## Appendix 1: Key terms

**Bring your own device** is the program where parents and carers provide personal digital devices for use at school. 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, in appropriate 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.
    - o Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
    - o Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
    - o Make sure the devices you bring to school have the latest software installed.
    - o 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.
    - o Only use online services in the ways agreed to with your teacher.
    - o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
    - o Do not gamble or 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:
    - o inappropriate, offensive or abusive;
    - o upsetting or embarrassing to another person or group;
    - o considered bullying;
    - o private or confidential; and/or
    - o a virus or other harmful software.

## Appendix 3: Specifications required for bring your own devices

This device needs to meet device specifications that are recommended by the school and listed below.

The device specifications identify the minimum system requirements and hardware specifications for student devices.

| Minimum Requirements | |
|---|---|
| Operating System | Windows 10 |
| Screen size | 11" |
| Storage Capacity | 256 GB ( minimum) |
| RAM | 8 GB |
| Battery Life | 6 hours |
| Wireless | 5GHz 802.11n or 802.11ac<br><br>(Note: 802.11a, 802.11b, 802.11g will NOT be able to connect to the DoE wireless network) |
| Recommendations | |
| Device example | HP ProBook 445 G9 (14")    HP ProBook x360 435 G9 (13.3") |
| Backup | A suitable DoE approved cloud solution, such as OneDrive or USB based backup solution. Students must ensure that their files are regularly backed up. Note that not all "cloud" based solutions will work through the DoE network. |
| Security Software | Windows Defender or equivalent.<br><br>Antivirus and antimalware programs must be kept up to date in order to be effective. |
| Insurance | Accidental damage + 3 years next business day onsite support |
| Case | Protective suitable laptop case |
| Maximum Weight | 2kg |

We have negotiated a discount price for laptops that meet the specifications through HP online store. We strongly recommend all devices have insurance and service.

**www.hp.com.au/byod** and use school code: **Muirfieldhs**

| Operating System | Microsoft Windows 10<br><br>Note: Android-based devices and iPads are intentionally omitted from this document, as they are unable to meet all the requirements of a learning device. |
|---|---|
| Educational Software | **Web browser :**  Microsoft Edge, Google Chrome, or Mozilla Firefox.<br>**Word Processor, Spreadsheet & Presentation Package:**<br>Office 365, Google Apps, and Adobe Suite are available online via the<br> *DoE Student Portal* (free of charge).<br>**PDF Reader:**  Adobe Acrobat Reader<br>**Note:**  Additional subject-specific software may be required. |