



Lucas Heights Community School

Student Use of Digital Devices and Online Services Procedure

Purpose

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.

K-6 School's Approach

To extend and enrich student learning, students have the opportunity to bring their own device to school in Stage 2 and Stage 3. LHCS monitors the use of digital devices by primary school students during class, and prohibits use before school, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; 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. The primary school's practice is to have all students engaged and focused on their learning. No student is permitted to use the online service to communicate by text, email or through apps, in any form to parents, friends, known and unknown people or sites. The school values learning, safety and respect.

If primary students bring a digital device to school, other than an iPad, it is to be turned off and / or handed in at the office when first entering the school. A digital device is any electronic device that can receive, store, process and share digital information. Examples of devices not permitted in the classroom or playground include mobile phones, smart connected watches and wearables capable of taking photos, recording texting and communicating online, and any other device capable of texting, being online, taking photos or recording. **Parents and students must agree to conditions as set out in the Student ICT Policy and Responsible Use Agreement.** Students infringing on these conditions will have their privileges revoked as well as face potential disciplinary action. The school does not condone students bringing other digital devices, for personal use to school, and accepts no responsibility for loss or damage to private property.

7-12 School's Approach

Year 7- 12 students at LHCS are required to bring a laptop style device to school. It is important to note that most laptops only have a realistic lifespan of 3 years.

LHCS recognises the need to prepare our students for a rapidly-changing world where technology now plays a huge role in our personal, social and professional lives. Bring Your Own Device (BYOD) refers to students bringing a personally owned electronic device to school for the purpose of enhancing their learning. There are multiple different model devices available and this school has chosen a BYOD model that will meet the needs of most students and one which is also compatible with our wireless network.

During class all devices such as mobile phones are to be turned **OFF AND AWAY** in the student's bag, unless approved by the class teacher. Students should not use the device to record images, video or sound (unless under explicit teacher instructions). Students should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material.

Further information regarding LHCS BYOD can be found on the school website.

Damage and Loss

Students bring their devices onto the school site at their own risk. Students should protect their device by using a protective case and padded sleeve in a backpack.

In cases of malicious damage or theft of another student's device, existing school processes for damage to the school's or another student's property will apply.

Technical Support

The school will not provide technical support for repair and maintenance of hardware and software issues pertaining to the device. Students should not expect or ask their teachers for technical support. The school accepts no responsibility for the repair of a device resulting from any technical support given by a teacher or another student. The school does employ technical support to assist BYOD connection to the DOE's wireless network. **The device must meet the wireless capability specification to be able to connect to the DOE's wireless network.**

Device Repairs, Maintenance and Warranties

Students are solely responsible for the repairs and maintenance of their own device. The school accepts no responsibility for the provision of repair and/or maintenance services for a student's device.

Warranties: Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (to extend the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

Insurance

Devices owned by a student or a student's family are not covered by the DOE's Treasury Managed Funds. When students purchase their device, they may also purchase an optional insurance policy from a relevant insurance company.

As portable devices are subject to a higher risk of accidental damage, prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim.

As a guide, a suitable insurance policy should cover all types of devices and provide worldwide replacement cost coverage against:

Accidental damage, damage from falls and liquids, theft, fire, vandalism and natural disasters (such as floods, cyclones, earthquakes, tornados, water damage, and power surges due to lightning)

What if I am not able to provide a laptop for my child (7-12)?

Lucas Heights Community School understands that the BYOD program adds an additional cost for families. At the same time, we know the phenomenal benefits of students utilising technology in the classroom and we are keen to keep moving forward using BYOD in teaching and learning.

Lucas Heights Community School does have a laptop for loan process for students whose families are working towards the purchase of a laptop or where a student's laptop is undergoing repairs. Our loan policy is for short term loans of up to 2 weeks. Students requiring a laptop for a longer period can loan a laptop on a day to day basis through the Deputy Principal's office.

Parents need to provide their child a note outlining the reason for their child not having their laptop and request a loan laptop. Students need to provide the note to their relevant Deputy Principal.

- Students will be provided with a copy of the laptop for loan policy and agreement document which needs to be signed by the student and their parent/ guardian.
- Students return the signed document and are provided with a laptop to loan.
- Day to day loaning of laptops;- students report to the Deputy Principal's office and sign a laptop out at the beginning of the day and return the laptop at the end of the day

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.

Consequences for inappropriate use

Students who use their devices inappropriately will be subject to the same disciplinary measures that students receive when they fail to abide by the school's code of conduct.

- * Confiscation of the device for collection from the front office at the end of the school day.
- * Confiscation of the device until such time as a parent or caregiver is able to attend school to collect the device or pending an interview between the student, parent or caregiver and the Deputy Principal or Principal.
- * Loss of internet and network privileges for a period of time.
- * In cases of bullying, harassment or threatening behaviour, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police will be involved.
- * In cases of refusal to hand over the phone, school-based discipline will be followed.
- * Recording of inappropriate activities will be dealt with as a serious breach of the school's behaviour systems.

For further reference please refer to the school behaviour management plan and wellbeing and discipline procedures.

Network, Internet and email usage.

The DEC provides students with secure storage on Google Drive or OneDrive as well as access to some printers in the school. Students should not save inappropriate or offensive material or games on the network.

LHCS provides **filtered internet access** for students across the school for use in class. This internet service is filtered by the NSW DEC and is intended for research and learning and communication between students and staff. The Internet is to be used for educational purposes.

Students are not to access, download or distribute inappropriate offensive or prohibited material. Students will not download any material that represents a breach of copyright law. Students will not use Wi-Fi to connect devices to unfiltered internet.

NSW DoE provides each student with their **own email address and webmail service**. This is accessible through the DEC student portal. The use of this service is outlined in the DEC's internet and email usage policy.

Contact between students and parents/ carers during the school day

Should a student need to make a call 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

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 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.
 - 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 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

Primary students will be informed about this procedure through their classroom teacher.

High school students will be notified of this procedure through their Google Classroom and Year adviser meetings..

Parents and carers will be advised via the school newsletter. 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 our school's complaint process. 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 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.

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.

Appendix 3: Specifications required for BYOD

The wireless network in the school operates on the 802.11n 5Ghz standard. Devices that do not meet this standard will not connect to the network. Please see the attached recommended specification for student BYOD laptops.

The laptop should be a Windows laptop and not a Chrome OS / Chromebook laptop. See specifications sheet when purchasing.

DOE has negotiated with Microsoft, Adobe and other providers to supply students with software free of charge for BYOD devices including: Office365, Adobe Creative Suite and others.

Recommended Specifications for laptops at LHCS - Years 3 - 12

Form	Windows Laptop with a camera (touchscreen is desirable) Note:- Consider purchasing a light and portable device. Also consider the needs and interests of your child. If they are interested in IST a laptop that has enough memory and processor speed (CPU minimum i5) may be required to support the programs.
Operating system	Microsoft Windows 10 or newer
Wireless capability	802.11n 5Ghz This may be advertised as “dual band” wireless or 802.11abgn. The DOE’s wireless network installed in high schools only operates on the 802.11n 5Ghz standard . Devices that do not meet this standard <u>may not</u> be able to connect to the DOE’s wireless network. In some cases a dongle may be purchased to allow the device to connect. This cannot be guaranteed though.
Storage capacity	Minimum of 256GB
RAM	Minimum of 8GB
Battery life	Minimum of 6 hours
Accessories	Protective case/cover with padding preferably.
Software	DOE has negotiated with Microsoft and Adobe to provide students these pieces of software for FREE. Both pieces of software require students to sign in with their DOE username and password. The software will need to be downloaded or installed. Microsoft office 365 link: https://www.office.com/?auth=2 Adobe Creative Suite - DOE now has single sign in for Adobe: https://www.adobe.com/au/creativecloud.html# Adobe link explained https://sites.google.com/education.nsw.gov.au/adobe-students

Recommended Specifications for Years 3-6 iPads at LHCS (Primary School Only)

Model	<ul style="list-style-type: none"> ● iPad 5th Generation and above ● iPad air 2+ ● iPad mini 4+ ● iPad Pro 1st Gen+
Operating System	<ul style="list-style-type: none"> ● IOS 13 or above
Wireless Compatibility (WiFi)	<ul style="list-style-type: none"> ● iPad has built in WiFi ● If the iPad is 4G capable- it is not to be used on the school grounds (must be disabled)
Education Software / Apps	<ul style="list-style-type: none"> ● App list will be provided separately
Additional Recommendations	<ul style="list-style-type: none"> ● Casing that is tough and sturdy ● Carry case or skin to protect the device ● Screen protection ● Theft Recovery ● Keyboard is optional

Please note: Laptops or iPads can be used for primary school students. It is advisable to purchase a laptop as iPads are not used in high school (Years 7-12).

Appendix 4: 7-12 School User Agreement



Lucas Heights Community School

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT YEARS 7 -12

TO BE RETURNED

Students must read this agreement in the company of an adult unless otherwise excused by the Principal. This page is to be signed and returned to the school. By signing at the bottom of this page students agree to the following behaviours:

- I agree that my use of the Department's internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share my log-in with others.
- I agree to not hack or bypass any hardware and software security implemented by the Department or my school.
- I agree to not use a BYO Device to knowingly search for, link to, access or send anything that is;
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory
 - criminal / illegal
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to stay safe by not giving out my personal information to strangers.
- I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I agree that use of my device during school activities is at the direction of the teacher.

Date: ___/___/___

in the presence of:

Student Name

Parent/Carer Name

in the presence of:

Student Signature

Parent/Carer Signature

Class: _____

Appendix 5: K-6 School User Agreement

Student ICT Policy and Responsible Use or Bring Your Own Device - iPad or Laptop Annual Agreement and Parent Acknowledgement

The Lucas Heights Community School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Lucas Heights Community School does so with the expectation that students will make good decisions with regard to their personal use of technology.

Students who wish to take advantage of the BYOD program must read and discuss this agreement in the company of their parent/ carer. **This agreement is to be signed and returned to the school.**

I understand that the use of Information & Communication Technology (ICT) is embedded in my daily learning practices. ICT usage requires responsible behaviours. Access to ICT will be withdrawn if I use it in an unacceptable way.

ICT Acceptable Use

- I will always use ICT as permitted by my teacher and the Department of Education's Policy
- I will follow teachers' instructions and access information as directed for research, assignments and assessments
- I will be polite and courteous when emailing
- I will acknowledge the work of others and not claim it as my own
- I will respect the privacy of others including other students and staff members
- I will tell my teacher if I suspect I have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me feel uncomfortable.
- I will handle all ICT equipment with care

Google programs: (classroom, docs, slides, sheets)

- I will use these programs for school work
- When sharing my docs, slides, sheets with others I will use them responsibly and be respectful to my peers
- I will ensure I put school related information in these documents
- I will use these programs appropriately
- I will ensure I do not post pictures with my full face in them

BYOD- iPad or Laptop

- I will be a responsible digital citizen
- I will acknowledge that the school cannot be held responsible for any damage to or theft of my device
- I will use my device during school activities at the direction of the teacher
- I will remove the SIM from my 3G/4G enabled iPad
- I will turn off any forms of communication that run through WiFi including FaceTime, iMessage and Airdrop
- I will be responsible for storing the device in a safe place either in my bag or designated by teacher
- I will ensure my device name is my own and is identifiable to me

Unacceptable Use

- I will not use the internet to access offensive or inappropriate information
- I will not interfere with emails or files belonging to others
- I will not send or receive a message which has a false name or has used another person's name without permission
- I will not share images without my teachers permission
- I will not use online communication to bully, frighten or upset a person
- I will not access or download videos, games or music from school internet
- I will not cause willful damage to ICT equipment of my own or other students and staff
- I will not use my device in the playground before school or during break times
- I will not hack or bypass any hardware and software security implemented by the Department or my school.

Consequences

- The first instance of unacceptable use will result in the student having their device confiscated and handed to their classroom teacher to hold onto unless they are using ICT in class.
- In the second instance students will receive a white slip for unacceptable behaviour and this will be communicated to their parents.
- Further instances will involve a meeting with parent, classroom teacher and/or Senior Executive to discuss strategies to improve students' use of ICT and be placed on a monitoring system for ICT use.



LHCS Student / Parent Responsible Use Agreement Form

YEARS K-6

To be returned

As a student of Lucas Heights Community School I understand and will abide by the above conditions.

I have read the acceptable use, unacceptable use and consequences outlined above.

I further understand that any violation of the above may result in the loss of my network and / or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above conditions.

I have read and discussed this with my child and they understand the responsibilities they have with the use of their personal device at school, and travelling to and from school.

I give permission for my child (name) _____ or class _____ to bring the following device to school each day.

(Brand) _____ (Model Name) _____

(Device Serial Number) _____

I agree to follow the Responsible Use Agreement.

Student Name Class

Student Signature Date

As the Parent / Guardian of the above student, I have discussed with my child and agree with the above.

Parent/ Guardian Signature Date

Parent Name: Date
.....