



Student Use of Digital Devices and Online Services Procedure

This procedure guides student use of digital devices and online services at our school.

Rationale:

At Francis Greenway High School, we value the learning experiences and opportunities that technology can provide. The promotion of all forms of learning are core to our educational philosophy.

Embedded in our school's Strategic Plan are values that focus on differentiated learning activities which are connected in a purposeful way to students' future needs and real-world applications. Francis Greenway High School seeks to develop future focused skills in all of our students.

In schools that excel, educational aspiration and improvement is paramount. Curriculum programs and teaching practices effectively develop the knowledge, understanding and skills of all students, using innovative classroom delivery.

By facilitating Bring Your Own Device (BYOD), Francis Greenway High School empowers our students, giving them direct involvement in the way technology is used in their learning. At the same time, BYOD enables teachers to build on their experiences to ensure the relevance of student learning.

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.

Our School's Approach

Students are permitted to bring their personal devices to school (phone/tablet/laptop). As a BYOD school we have implemented the following policy at the end of this document.

FGHS BYOD Policy

Objectives

- To facilitate the use of a computing device by all students for the purpose of learning, independently and in structured lessons.
- To provide a safe environment for students to use technology.
- To ensure a minimum standard of device compatibility.
- To provide a basis upon which Francis Greenway High School teachers can plan lesson delivery so that students can use their devices in class to work toward specific learning outcomes.

Actions

Students and Parents/Carers:

- Students must bring to school standard writing equipment, i.e. workbook and pens/pencils, each day.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the FGHS BYOD Student Agreement which sets out the responsibilities and expectations for use of the personal device at Francis Greenway High School.
- Students must use their device in accordance with the FGHS BYOD Student Agreement and the Department of Education's policies including:
 - Computer and Internet Policies, including Online Communication Services, Podcasting and Student Mobile Device Policy
 - Student Discipline and Behaviour in Government Schools Policy
- Students must follow teachers' directions as to the appropriate use of their devices in class.
- A student's device is for their individual use while at school. The device is not to be borrowed by another student who may or may not have agreed to the terms of the FGHS BYOD student agreement.
- Students and Parents/Carers are responsible for ensuring the device brought to school meets all the requirements of the device specifications list. A device which does not meet the specifications may not be able to access the school networks and services.
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the device specifications must apply for and receive an exemption from the specifications.
- Each student is solely responsible for the care and conduct of his/her own device whilst:
 - At school or at other school activities
 - Travelling to and from school or to and from other school activities
- Students must connect their device to the designated wireless data network supplied by Francis Greenway High School using their own, individual student DoE account credentials only.
- Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Francis Greenway High School designated network to any other network.

Teachers:

- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard discipline procedures in the case where a student fails to adhere to the BYOD Student Agreement regarding appropriate use of their device in the classroom and/or fails to bring a supplementary book and writing materials.

The School:

Francis Greenway High School will:

- Maintain fair and equitable access to a device when required by the classroom teacher.

- Provide a BYOD Student Agreement to list the responsibilities and expectations of each student and their families under the BYOD Policy.
- Ensure a copy of the BYOD Student Agreement is signed by each student and their parents prior to allowing the student's device to be brought to school.
- Publish a device specification list that describes the requirements for devices brought to school pursuant to the BYOD Policy. This device specification list may include requirements such as:
 - Size of device
 - Network connectivity
 - Operating system and standard software
 - Security measures
 - Battery runtime
 - Other device feature or software requirements determined by the school
- Provide a wireless network with filtered internet connection to which students may connect their BYOD device.
- Provide support to assist students when first bringing their device to school and establishing network connectivity.
- Accept no responsibility for loss, damage, maintenance or repair required on a student's own device.
- Not facilitate the student's access to any network or school services should a student's device fail to meet a requirement of the device specification list. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the device specification list

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

(An original, signed agreement to be kept at school)

Dear Parent/Guardian and Student,

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the Principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use the Department's Wi-Fi network only for learning while at school.
- I will use my device during school activities at the direction of the teacher.
- I will only attach any school-owned equipment to my mobile device with the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by keeping my personal information to myself when learning online.
- I will not access or bypass any hardware and software security implemented by the Department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive, defamatory or considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.

- I understand that my activity on the internet is recorded and that 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 understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the "BYOD Device Specifications and Student Requirements" document (over page) and agree to comply with these.
- I have read and will abide by the NSW Department of Education Online Communication Services – Acceptable Usage for School Students. <http://bit.ly/2fkWals>

Date: ___/___/___

Student name	Parent/Carer name	Jo Edwards
Student Signature	Student Signature	Principal Signature

BYOD Device Specifications and Student Requirements

Wireless connectivity: The Department's Wi-Fi network installed in high schools operates on 2.4 - 5Ghz. Devices that do not support this range will not be able to connect. Student devices are only permitted to connect to the Department's Wi-Fi network while at school. There is no cost for this service. This network is protected for student use against inappropriate material and students will be in breach of their student agreement to use another network.

Operating system and anti-virus: The current or prior version of any operating system is required. Students must ensure they have a licensed version of a supported operating system and software. Student devices should be equipped with anti-virus software.

Software and apps: Any device must have productivity software e.g. Microsoft Office or Microsoft Office 365. All software and apps should be fully updated prior to coming to school. The Google suite of applications and Microsoft Office are both available for download at NO COST via a student's DoE portal.

Battery life: A minimum of 6hrs battery life will be required in order to last the school day. Students must ensure they bring their device to school fully charged. No charging equipment will be supplied by the school.

Memory and RAM: A minimum specification of 128 GB storage and 8 GB RAM to process and store data effectively is required.

Hardware features: A camera and microphone are useful tools. A reasonable sized screen (a minimum of 11") and a sturdy, external keyboard to enable continuous use throughout the day is required. An iPad is not an ideal device for use in a classroom setting. An SSD hard drive is ideal.

Other considerations:

- Casing: Tough and sturdy to avoid breakage.
- Weight: Lightweight for ease of carrying- try to keep to 2kg or under.
- Carry case: Supply a carry case or skin to protect the device.

- Insurance and warranty: Be aware of the terms of insurance policies/warranties for the device.
- Back-up storage: Consider a portable hard drive as an appropriate source of back-up storage for essential documents. Students are responsible for backing-up their own data and should ensure this is done regularly.

Theft and damage: Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department of Education.

Confiscation: Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains offensive data or is being used inappropriately.

Maintenance and support: Students are solely responsible for the maintenance and upkeep of their devices.

Insurance/warranty: Students and their Parents/Carers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

Further References and information:

- Francis Greenway High School Learning Hub website
<https://sites.google.com/education.nsw.gov.au/fghslearninghub/home>
- Learning modules for student and teachers in incorporating BYOD in the classroom (and at home)
<https://www.digitalcitizenship.nsw.edu.au/collection/digital-citizen#tabs-2>
- NSW Department of Education BYOD Policy with regards to students, school and Department responsibilities <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Equity

Francis Greenway High School (FGHS) is dedicated to the role of public education in ensuring equity of access to all resources for students to achieve learning outcomes. Our BYOD Policy will provide equity for all students, irrespective of their families' financial means.

FGHS recognises that the implementation of BYOD at our school inherently imposes a financial cost on students and their families for the purchase of a device. This cost occurs in all BYOD schools.

The FGHS BYOD Policy is designed:

- To provide an equitable framework to promote the bringing of a suitable computing device to school by all students, Years 7- 12, for use in their education.
- To ensure all students have access to appropriate technological resources in their classes if there is specific direction to use them from their teacher.

Francis Greenway High School will:

- Endeavour to provide personal access to appropriate technology resources to all students operating under the school's BYOD Policy in keeping with the objectives of that policy and with respect to the school's role as a public education institution.
- Ensure the BYOD Policy Device Specifications are designed so that a range of devices (in capability and cost) are suitable and meet the requirements of the classroom environment.

- Consider a range of alternatives for providing device access for students, including:
 - Utilising class bookings in designated computer rooms, or the Cooperative Learning Space, for technology-based lessons. Priority or reserved access to desktop computers in Learning Centre during class time, study periods or during breaks.
 - The loan of a laptop or other device for a particular period or class.
 - The loan of a laptop or other device for a particular day.
 - A procedure for signing out and signing back in a laptop from the Technical Services Officer (located in the Learning Centre) or delegate and follow up any cases where the loaned device is not returned in accordance with the agreement.

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

- Mobile phones should be off/on silent and in bags during all lessons.
- Ear phones should not be in use.
- If a mobile phone is being used in class, the teacher will ask the student to turn it off/to silent and put it in their bag.
- If a student refuses, the Classroom Management Policy will be followed
- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students will use their mobile phone in a way which reflects the core values being taught in schools, including the values of respect, responsibility, cooperation and commitment.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension and the police.
- Under no circumstances, will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all classes.
- Students are to inform the appropriate staff if feeling unwell or if they have a problem. They are not to phone parents first.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must:

- approach the Deputy Principal who will arrange for the administration office to contact home

During school hours, parents and carers are expected to only contact their children via the school office.

FGHS Behaviour Management Flowchart

Be proactive, not reactive- Do I know my students and how they learn?

Have I developed my Class Profile document using information about student learning, behaviour, medical and well- being?



Classroom Teacher- When behaviour causes concern

State the expectation > Repeat request /Outline Consequence > Restitution/ Restorative Conversation → Resolved



Repeated Incident

Follow student/ faculty behaviour plan > Restitution not completed - Detention/ contact home/ Restorative Conversation > Record in Sentral → Resolved



Ongoing or Escalating Behaviour

Refer to Head Teacher > Record on Sentral



Head Teacher

CRT refers student > Faculty consequence/ Phone call home/Senior Class placement/Restorative Conversation > Record on Sentral → Resolved



Repeated, Escalating, Serious Behaviour

Refer to Deputy Principal via Sentral Message along with collected documentation / consult with DP for possible DP Mediation > Record on Sentral → Resolved



Deputy Principal



DP Action- Formal Caution/Suspension/ Parent meeting/ Monitoring Card/ Senior Class Alternative Placement (SCAP) > Record on Sentral > Resolved

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.
- 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

Students will be informed about this procedure through Learning and Wellbeing lessons.

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.

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 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?

<p>Be SAFE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details. <input type="checkbox"/> Only use your own usernames and passwords, and never share them with others. <input type="checkbox"/> 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. <input type="checkbox"/> Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable. <input type="checkbox"/> Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
<p>Be RESPONSIBLE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow all school rules and instructions from school staff, including when using digital devices and online services. <input type="checkbox"/> Take care with the digital devices you use. <ul style="list-style-type: none"> 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. <input type="checkbox"/> Use online services in responsible and age-appropriate ways. <ul style="list-style-type: none"> 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 use online services to buy or sell things online, to gamble or to do anything that breaks the law. <input type="checkbox"/> Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
<p>Be RESPECTFUL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respect and protect the privacy, safety and wellbeing of others. <input type="checkbox"/> Do not share anyone else's personal information. <input type="checkbox"/> Get permission before you take a photo or video of someone, including from the person and from a teacher. <input type="checkbox"/> Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service. <input type="checkbox"/> Do not send or share messages or content that could cause harm, including things that might be: <ul style="list-style-type: none"> 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.