

# Francis Greenway High School

*Respect, Responsibility, Cooperation, Commitment*



STUDENT USE OF DIGITAL DEVICES  
(BYOD) AND ONLINE SERVICES  
PROCEDURE  
2024

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# FRANCIS GREENWAY HIGH SCHOOL - STUDENT USE OF DIGITAL DEVICES (BYOD) AND ONLINE SERVICES PROCEDURE

## Purpose

This procedure guides student use of digital devices (BYOD) 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/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 and at school-related activities. This procedure covers the use of school-provided and personal digital devices and all online services.

## Our School's Approach

At Francis Greenway High School, we value the learning experiences and opportunities that technology can provide. Our school's Strategic Plan has a focus on differentiated learning activities which are connected in a purposeful way to students' future needs and real-world applications. By facilitating BYOD, Francis Greenway High School empowers our students by giving them direct involvement in the way technology is used in their learning.

Teachers are aware of the benefits of utilising devices in their classrooms, and as such, have designed lesson sequences to include their use on a regular basis. Students are also able to use their devices at recess and lunch in the library. While on school grounds, students must use their devices in accordance with the Department's Student Use of Digital Devices and Online Services policy and the Student Discipline in Government Schools policy. They must also always follow the direction of the supervising teacher.

Students will be responsible for the transport and storage of their devices whilst at school. Students should ensure that their device is charged prior to the start of the school day.

## Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents/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 of BYOD

Students whose actions contradict this policy will be subject to the school's Discipline and Anti-Bullying Policies.

Complaints of unacceptable use of technology by students to harass, bully, intimidate, or discriminate against other students, may also be referred to the Police, Office of the Children's e-Safety Commissioner and/or Office of Children's Guardian and/or Family and Community Services.

## Responsibilities and Obligations

### 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.

### Parents/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](#).
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

### The School

- 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/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.
  - Maintain fair and equitable access to a device when required by the classroom teacher. See 'Access and Equity' for more information or **Appendix 1**
  - Publish a **device specification list (Appendix 2)** that describes the requirements for devices brought to school pursuant to this 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

Please note that the school will accept no responsibility for loss, damage, maintenance, or repair required on a student's own device.

## Access and Equity

We recognise that the FGHS Bring Your Own Device (BYOD) program, like all BYOD programs in an educational setting, inherently imposes a financial cost on students and their families by requiring them to supply a device.

FGHS takes seriously the role of public education in ensuring all students have access to the same learning outcomes, and therefore, has a limited number of devices available for short-term loan to support continuity of student learning while families plan for the purchase/ lease of their own device.

Please see Appendix 1 for the FGHS BYOD Equity Provisions Policy a Short-Term Loan agreement. This agreement can be collected from Student Services.



### Bring Your Own Device Equity Provisions Policy

The purpose of the BYOD Equity Provisions Policy is to ensure all students have access to the same learning outcomes, irrespective of their family's financial means.

At Francis Greenway High School (FGHS), we value the learning experiences and opportunities that technology can provide our students. We recognise that it is our responsibility to empower students to confidently use, create and interact with digital platforms to prepare them for the world beyond the classroom. At FGHS, it is an expectation that all students (years 7- 12) bring their own device to school every day.

We recognise that the FGHS Bring Your Own Device (BYOD) program, like all BYOD programs in an educational setting, inherently imposes a financial cost on students and their families by requiring them to supply a device. FGHS takes seriously the role of public education in ensuring all students have access to the same learning outcomes, and therefore, has a limited number of devices available for short-term loan to support continuity of student learning while families plan for the purchase/ lease of their own device. Harvey Norman Maitland is a preferred supplier and parents/carers can familiarise themselves with devices and payment options by following the QR code on our Learning Hub (link below).

Note: the school has no financial arrangement with any product or service provider and receives no benefit in kind or material from our preferred suppliers.

More information regarding the BYOD program at FGHS can be found on our Learning Hub website: <https://sites.google.com/education.nsw.gov.au/fghslearninghub/home>

#### Conditions of short-term loan arrangement

1. A \$50 refundable levy is paid before the device is loaned. This levy is fully refundable if the device is returned in working order, without damage other than normal wear and tear. Please note that these devices are not covered by warranty or insurance; any replacement or repair costs are to be met by the parent/carer and student to whom the device is loaned.
2. A short-term loan contract must be signed by a parent/carer and student.
3. The short-term loan is for a maximum period of 10 school weeks, with a lesser time frame negotiable. This means that school devices cannot be loaned over the school holidays and must be returned to the school for maintenance.
4. Devices available for loan are limited in number and available on a first come, first served basis.
5. The school reserves the option to request return of the loan device in circumstances such as: attendance, discipline or other reasons as deemed by the Principal or Deputy Principal.
6. A copy of the signed short-term loan contract will be provided to the family.

Parents/carers or students wishing to discuss the BYOD Equity Provisions Policy are to contact Sarah Bretag, Head Teacher Teaching and Learning, at the school on 49641282.

Ben Higginbottom  
Principal  
August, 2022

This contract sets out the terms and conditions by which Francis Greenway High School, known as 'the school', agrees to loan a computing device to a student.

The school agrees to loan a computing device to the student and parent/carer in accordance with these conditions:

1. A \$50 refundable levy is paid before the device is loaned. This levy is fully refundable if the device is returned in working order, without damage other than normal wear and tear. Please note that these devices are not covered by warranty or insurance; any replacement or repair costs are to be met by the parent/carer and student to whom the device is loaned.
2. A short-term loan contract must be signed by a parent/carer and student.
3. The short-term loan is for a maximum period of 10 school weeks, with a shorter time frame negotiable. This means that school devices cannot be loaned over the school holidays and must be returned to the school for maintenance.
4. Devices available for loan are limited in number and available on a first come, first served basis.
5. The school reserves the option to request return of the loan device in circumstances such as: attendance, discipline or other reasons as deemed by the Principal or Deputy Principal.
6. A copy of the signed short-term loan contract will be provided to the family.

Period of loan: \_\_\_\_\_ to \_\_\_\_\_

Student Name	Student Signature	Date
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Parent/Carer Name	Parent/Carer Signature	Date
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FGHS Representative	FGHS Representative Signature	Date
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*Office use only:*

Levy Receipt Number: \_\_\_\_\_ Device ID: \_\_\_\_\_ TSO Sign: \_\_\_\_\_

### 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, though Microsoft Windows is preferred as it works best with the DoE's Wi-Fi. 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.** Please contact the school for assistance with this.

### Battery Life

A minimum of 6hrs battery life will be required to last the school day. Students must ensure they bring their device to school fully charged as there is very limited charging equipment at school.

### Memory and RAM

A minimum specification of 128 GB storage and 4GB RAM (although 8GB is recommended) 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 appropriate device for use in a high school 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. The school will not accept responsibility for loss or breakage.

### 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

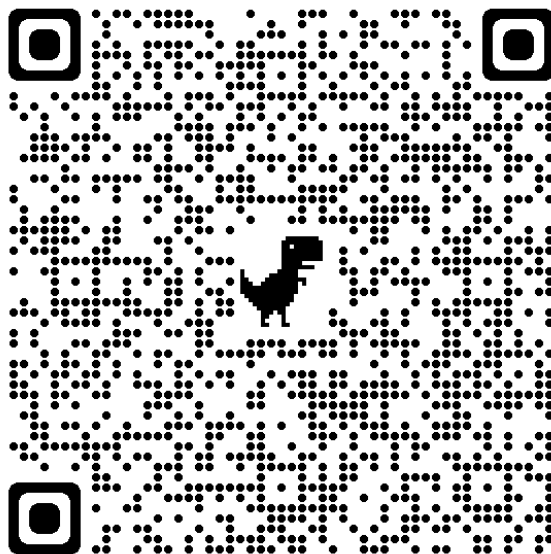
A student's device may be confiscated if the school has reasonable grounds to suspect that a device contains offensive data or is being used inappropriately.

## Maintenance and Support

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

## Suggested Devices

Harvey Norman Maitland has been supporting Francis Greenway High School with its BYOD program for the last 5 years. They have recommended devices to meet the school's device requirements, which can be accessed via the QR code below. All the devices displayed on the portal site are available to view at Harvey Norman Maitland.



## Further Information

Further information regarding BYOD can be found on our Learning Hub website, which can be accessed via the link below, or via the link on our school website.

<https://sites.google.com/education.nsw.gov.au/fghslearninghub/home>

**Bring your own device** is an optional program where parents/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.

### 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.
  - 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 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:
  - 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.

### The process:

This policy is being implemented to increase focus and learning in classrooms, remove distractions and promote positive social interactions. The implementation of this policy is a requirement under the *Students' Use of Mobile Phones in Schools* Policy.

The policy applies to mobile phones and any devices that connect to a mobile phone or mobile phone network, for example smart watches, ear buds and headphones, Wi-Fi dongles and iPads with data plans.

1. As students enter the school grounds, they must have their phones turned off and in their school bag. Students have the option of borrowing a phone pouch to store their phone throughout the day.
2. Mobile phones must remain in school bags at all times, including during recess and lunch breaks. Phones are not permitted to be used to make purchases at the school canteen.
3. Mobile phones may be used after the last bell of the day.
4. The 'Students' Use of Mobile Phones in Schools Policy' also applies to excursions and sporting events unless otherwise determined by the principal.
5. Principals may allow students to use mobile phones in specific circumstances, such as a medical reason, or part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students. An exemption letter will be required, and the information provided to school staff.
6. The student must take full responsibility for their property and 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.

### Further non-compliance will be treated as a discipline issue:

- **FIRST INCIDENT:** If a student is not compliant with the mobile phone policy, for example is caught using their phone or if it is seen out of their bag, the student will be required to place their mobile phone in a secure phone pouch for the remainder of the day. The pouch will be carried by the student. At the end of the school day, the pouch can be opened in a deputy principal's office. A Sentral entry will be completed, and parents contacted to inform them of the breach and explain school expectations around mobile phones at school.
- **SECOND INCIDENT:** The student will be required to place their mobile phone in a secure phone pouch for the remainder of the day. The pouch will be carried by the student. At the end of the school day, the pouch can be opened in a deputy principal's office. A Sentral entry will be completed, and a formal caution issued. Parents will be contacted to inform them of the subsequent breach and explain school expectations around continued mobile phone use at school.
- **SUBSEQUENT INCIDENTS:** A suspension will be issued.

### Rationale and Objectives

*Francis Greenway High School* supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy <https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for inappropriate online behaviour. *Francis Greenway High School* has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepares students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

*Francis Greenway High School* has elected to use the following approach. All mobile phones will be 'off and away' for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag for the course of the school day. Students will be able to turn their phone on after the last period of the day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

### Exemptions

*Francis Greenway High School* understands there may be students who have a medical or disability need which will require them to access a mobile phone as defined in this plan. The principal or nominated person will meet with each student and their parents or carers to discuss individual student situations in order to determine where an exemption may be applied for, on behalf of a student, as well as the adjustments to any school-based practices and procedures. Specific information from medical professionals may be requested in support of exemptions.

### Contacting Students

*Francis Greenway High School* understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, except for emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office (Ph: 49641282; email: [francisgre-h.school@det.nsw.edu.au](mailto:francisgre-h.school@det.nsw.edu.au)) and students will also be able to contact parents or carers through the school office if urgent.

1. Francis Greenway High School Learning Hub website  
<https://sites.google.com/education.nsw.gov.au/fghslearninghub/home>
2. Learning modules for student and teachers in incorporating BYOD in the classroom (and at home)  
<https://www.digitalcitizenship.nsw.edu.au/>
3. NSW Department of *Student Use of Digital Devices and Online Services policy*:  
<https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>