



Leeton 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 and personal digital devices and all online services.

Our School's Approach

Mobile phones are not to be used during school hours unless specifically endorsed by a teacher for learning. Strict guidelines and expectations will be enforced if this is the case. Every student will be assigned a registered personal YONDR pouch, like being issued a textbook. While the YONDR pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

Commencement

- YONDR pouches will be assigned to each student through a whole school roll-out process. Every student will be assigned a personal YONDR Pouch registered in our school system.
- Students will be provided with information and support about the YONDR system before and during the roll-out process.

New enrolments / Signing out

- Once a student's enrolment is confirmed, they will be assigned a YONDR pouch.
- Students who leave the school without signing out must return their YONDR pouches. Letters will be sent following school procedures for school property not returned.
- Year 12 students will need to either hand in their YONDR pouch or pay the \$10 lost fee before purchasing their Graduation Dinner ticket.

Normal operating procedures

- Students are expected to use the un/locking stations located on at key entry points near school gates each morning as they enter to unlock their YONDR pouch and place the phone inside.
- Student YONDR pouches should be closed and sealed at all-times except when adding or removing phones at the beginning and end of the school day.
- YONDR pouches should be placed safely in the student's school bag.

- Late students will complete this process at the Front Office as they sign in.
- Phones remain locked and turned off throughout the day.
- Each student will maintain possession of their phone inside their LHS issued YONDR pouch for the duration of the school day.
- At the end of the day students leave the school via the gate, and once at the exit point, use the un/locking stations to unlock their pouches.
- This process is also to be followed for students catching a bus home. They will unlock their pouches as they leave the gate. Portable 'un/lockers' can be used to speed up this process if required.
- No unlocked phone is permitted on school grounds during school hours unless part of a specific learning experience.
- KLA staffrooms, Library, Deputy Principal and Principal offices and the front office will be equipped with portable unlocking stations.
- Students may request their phone be unlocked temporarily for **exceptional circumstances**, but the phones must be immediately sealed again before the student returns to the playground or class under staff supervision.
- An Exemption may be given to students for critical health and wellbeing reasons. See below information on **Exemptions**.

Other mobile devices

- While students are encouraged to bring their own laptops to school for learning purposes, other mobile devices that are not part of the school's endorsed technology suite e.g., school supplied laptops/tablets are not permitted at school.
- Students bringing their own laptops to school are expected to use their laptop for learning purposes only. Laptops should be kept in bags when not used under the supervision of staff for learning.
- Wireless/Bluetooth earbuds or air pods, which are easily lost or stolen, are not permitted at school.
- Student's own tablets and/or other gaming devices e.g., Nintendo Switch are not permitted at school.
- If sighted these such devices will be acted on in the same manner as inappropriate use of mobile phones - **When a phone is sighted by staff**.
- Headphones with cords, if used for a learning/testing activity, need to be returned to the student's school bag at the conclusion of the activity.
- Smart watches should be left at home or secured in the YONDR pouch during the school day (unless for medical purposes – **see Exemptions**). When sighted these such devices will be acted on in the same manner as **Consequences for Inappropriate Use of mobile phones - When a phone is sighted by staff**.

Recess / Lunch

- Phones are to always remain locked while on school grounds including at recess and lunch.
- When a teacher observes a student's phone out before school (after they enter school grounds), during recess or lunch, the teacher will follow the same procedures for '**Consequences for Inappropriate Use: When a phone is sighted**'.

Bus Time

- Students will unlock their pouches to access their mobile phones as they exit the school gates to get on their bus. Students will not be permitted to unlock their phones while waiting for their bus to arrive.

Staff

- Teachers and support staff will have access to their phones for **essential** educational and health and safety purposes.
- Staff phones should not be seen or heard except if required for a specific teaching or WHS need.

Excursions

- Phones are an important safety and communication device when students and staff are offsite.
- Supervising staff will carry a portable 'un/locker' if warranted in the context of the activity e.g., students getting picked up or dropped off away from school.
- Departure and return times to the school will be advised on the school's [Facebook page](#) if outside normal school hours for the benefit of parents/carers.

School Carnivals

- Students will follow normal operating procedures if an event is held on/near school grounds.
- Un/lockers can be taken to an offsite venue if required to ensure phones are in YONDR pouches as per the expectations of a normal school day.
- Students are expected to lock their pouch with portable un/lockers prior to the event and unlock the pouch at the conclusion of the event following staff directions.

Counselling / Wellbeing Hub

- Unlocking stations will not be provided in the Counsellor's office, Aboriginal Education Officer's office or Wellbeing Hub. If there is apparent reason to 'unlock' a phone for student access, then this will be discussed and facilitated by the Principal or Deputy Principal if deemed appropriate.
- The phone then must be locked again under staff supervision before the student returns to the playground or class.

Canteen

- Students are asked to order [online](#), bring money or a key card to school to purchase from the canteen. The canteen will not be unlocking phones to use the PayWave or similar capabilities on mobile phones.

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.

Students with exemptions will have the following:

- Phone Pouch Exemption Pass (**Red** Card)
- Flagged on Sentral student profile

If a student is granted an exemption, then the phone must remain 'Off and Away' in a unless required for reasons outlined as part of the exemption.

Consequences for inappropriate use

When a phone is sighted by staff

- The teacher will ask the student to take their phone to the front office. The teacher will also document the incident on Sentral.
- Students who return to the classroom will have a *blue receipt* from the front office showing that they have handed over their phone.
- The phone can be collected at the end of the school day from the office by the student or parent.
- If the student refuses, the teacher may:
 - ➔ *Provide uptake time in line with other strategies to allow the student to meet the schools' expectations and then,*
Either
 - ➔ *Direct the student again to the front office to have their phone placed in the school safe,*
OR
 - ➔ *Send another student to a Head Teacher or Deputy Principal or finally the Principal for assistance in collecting the phone.*

Further incidents will result in parents/carers being notified and then having to collect the phone at the end of the school day or another negotiated time.

Note: if a student refuses to hand over their phone as a second offence, a **Formal Caution** will be issued in line with current procedures and contact home will be made. Suspension could result from further failure to follow school policy.

Note: repeated sightings of a student's phone regardless of willingness to hand the phone over will also result in **Formal Caution** and/or a potential **Suspension**.

Note: Upon the 3rd warning, a **phone suspension** of 5 school days will be issued. The student's phone is to be handed in to the front office each day during this time or left at home. A suspension will be imposed for repeated infringements of the school discipline code.

1st Offence

- Student is observed with phone out
- Teacher records the incident on Sentral
- Student directed by teacher to hand their phone into the front office (Teacher provides student with an Out of Class pass to go to the office)
- If a student refuses, they will be redirected after uptake time; continued refusal HT > DP > P
- Office issues a **blue** phone receipt to student who shows the teacher on return to class
- Office records the offence on issue of blue phone receipt
- Student collects the phone from the office at the end of the school day

2nd Offence

- Student is observed with phone out
- Teacher records the incident on Sentral
- Student directed to hand in their phone in to the front office (Teacher provides student with an Out of Class pass to go to the office)
- If a student refuses, they will be redirected after uptake time; continued refusal HT > DP > P
- Office issues a **blue** phone receipt to student who shows the teacher on return to class
- Office records the offence on issue of blue phone receipt
- DP or P to contact parent
- **Formal Caution** issued for second offence
- Student to collect phone at the end of the school day

3rd Offence

- Student is observed with phone out
- Teacher records the incident on Sentral
- Student directed to hand in their phone in to the front office (Teacher provides student with an Out of Class pass to go to the office)
- If a student refuses, they will be redirected after uptake time; continued refusal HT > DP > P
- Office issues a **blue** phone receipt to student who shows the teacher on return to class
- Office records the offence on issue of blue phone receipt
- DP or P to contact parent
- **Phone suspension** for 1 week (5 school days) - phone to be left at home or handed into the office at the beginning of each day
- Parent to collect phone at the end of the school day

4th Offence

- Student is observed with phone out
- Teacher records the incident on Sentral
- Student directed to hand in their phone in to the front office (Teacher provides student with an Out of Class pass to go to the office)
- If a student refuses, they will be redirected after uptake time; continued refusal HT > DP > P
- Office issues a **blue** phone receipt to student who shows the teacher on return to class
- Office records the offence on issue of blue phone receipt
- DP or P to contact parent
- **Suspension**
- Parent to collect phone

Violations

All digital devices, not just mobile phones, should be used in safe, responsible, and respectful ways.

Consequences if a YONDR pouch is damaged

Damaged or lost pouches

- Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch.
- Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch. This fee can be discussed with the Principal or Deputy Principal.
- Students who need their phone before or after school but have damaged or lost pouches can hand the phone to the front office each morning where it will be kept in the school safe according to the procedures listed above. The phone will be returned to the student at the end of the school day.
- Note: If a student forgets or loses the pouch then the phone will be left at front office until a replacement pouch is organised.
- Other devices, such as laptops, tablets and smartwatches pose similar challenges if used inappropriately or the property of the school is damaged. Therefore, the same policy applies to these other devices. Any wireless/Bluetooth air pods and earbuds are not permitted at school.
- **A Formal Caution or Suspension may be imposed** for malicious damage to school property.

What happens to confiscated phones?

- Phones are placed in the school safe with the student's name attached.
- Parents/carers will be contacted with a second offence recorded by the student. Phones will generally not be released to the students after a second offence.
- Where contact cannot be made with the parent or carer the phone will be released to the student no earlier than 3.25pm or a pre-organised sign out time.

Teaching using technology

- If no other technology alternative is suitable then teachers can 'borrow' an un/locking station from the library or their staffroom.
- Students will be instructed to unlock their pouches at the beginning of the activity.
- The teacher must ensure that they leave enough time for all students to relock their devices at the end of the lesson and that the phones are only out of pouches for the duration of the learning activity.

Evacuation/Emergency

- In the event of a serious event or natural disaster, the Principal may decide to have students unlock their phones to ease communication with families.
- All emergency practice procedures e.g., lockdowns and evacuations will be advertised and confirmed on our school Facebook page to avoid alarm and distress.
- Phones will not be unlocked for a practice procedure.

YONDR Inspections

- At points during the year all students' YONDR pouches will be inspected to ensure they are still functional and are being used as expected.
- Random inspections will occur periodically when students enter the school gate or at other times. These inspections will be conducted by Executive staff.

- Organised inspections will also occur. In this case, students will be given notice prior to the inspection date to prepare.
- The primary focus of the pouch inspections will be to ensure mobile phones are in pouches and locked as per normal operating procedure. Inspections will also alert staff to any functionality or damage issues including inappropriate graffiti. A student's pouch that cannot be quickly unlocked and locked will be either surrendered and billed OR replaced as determined by the Deputy Principal or Principal.
- A half price amnesty on pouches will be held before the organised inspection to help families meet the school's requirements. This fee may be discussed with the Principal or Deputy Principal.
- Parents will be contacted by the Deputy Principal if their child does not have their YONDR pouch on them.
- A solution to this issue will be determined between school and home e.g., phone remains at home until pouch replaced.

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 to support improved teaching, learning and wellbeing across our school.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- Be a respectful, responsible, learner.

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 at school events.

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 can 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 school and 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 support and 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 whole school assemblies, year meetings, PBL lessons and our school website.
- Parents and carers will be advised in writing and through a scheduled Information session. The Digital Device and Online Services Procedure can be accessed electronically via the [school's website](#) and in hardcopy at the school's administration office. Procedure information will also be shared with parents/carers via direct email, P&C meetings, newsletters, and our school website.

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.

Relevant information: Confiscation of student property

Legal Issues [Bulletins 8, 35 and 56](#)

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 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.
 - 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.
 - 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

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

