



COBAR PUBLIC SCHOOL

6-8 Blakey Street, COBAR NSW 2835

Ph: 02 68 362 039 Fax: 02 68 362 187 Email: cobar-p.school@det.nsw.edu.au

We are a school community of responsible, respectful learners

We pay our respects to the Wangaaypuwan Ngilyampaa people on whose land we meet and learn.



Current as at 3/9/2019

Cobar Public School Procedure on Digital Devices and Online Services

Purpose

This procedure outlines our school's implementation of the Use of Digital Devices and Online Services policy and identifies the shared obligations for teachers, students, parents and carers.

Our School's Approach

Cobar Public School is not a Bring your Own Device school. It has the procedure in place that if any student brings their own digital device to school that it must be signed into the school administration office at the start of the day and signed out of the school administration office at the end of the day.

This procedure provides a consistent framework for the safe, informed and responsible use of all digital devices and online services in our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes. When it comes to students' use of digital devices and online services, our school's focus remains on our core business of teaching and learning.

Scope

This procedure governs all use of digital devices and online services:

- At school between 8:30AM to 3:05PM (herein referred to as "school hours").
- At any other place or time where there is a close connection to the school, such as school-related online services and school excursions. Excursions may have additional restrictions.

Breaches

Students can be in breach of this procedure if their use of digital devices and online services is:

- Not educational use;
- Not directed by a teacher;
- Restricted under this procedure; or
- Restricted under the Digital Devices and Online Services Student Agreement.

Consequences

Any breach of this procedure is considered inappropriate behaviour, whether this is in the classroom, in the playground or online. Consequences for a breach will be clearly defined by the teacher through their classroom expectations, and can (depending on severity of breach) include:

- Warning from a teacher;
- Temporary or permanent restrictions from accessing digital devices;



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- Confiscation of personal digital device/s until the end of the day;
- Loss of lunch-time play or Responsible Thinking Room (RTR) time, to be determined by executive staff;
- Student to complete Positive Behaviour for Learning (PBL) contract in the RTR;
- Teacher and/or principal meeting with the student's parents and/or carers;
- Suspension and possible Police and/or Child Wellbeing involvement for serious breaches.

Any breach, and its consequence/s, will be recorded in the school's behaviour database "Sentral".

For more details on identifying the severity of breaches and their consequences, see 'Responding to breaches' process chart below.

Storing digital devices at school.

Students who bring personal digital devices to school must sign them into the school administration office at the start of the day and sign them out at the end of the day.

Responsibilities

Students

Students will follow the Use of Digital Devices and Online Services Student Agreement and all reasonable staff directions regarding their use of digital devices and online services, including when, where and how students are allowed to use digital devices and online services.

Students will return a completed student agreement before using any digital device or online service.

Students are not encouraged to bring any personal digital devices to school.

Students understand that they are responsible for any digital device that they bring to school and that the school will not accept any liability for personal digital devices that are lost or damaged.

Students will keep any personal digital devices switched off and stored in the administration office during school hours.

During school hours, students will only contact their parents or carers from the school office with permission from classroom teachers or executive staff members.

Staff

Staff will set and uphold agreed classroom expectations for the use of digital devices and online services, in line with this procedure and the department's policy.

Staff will model appropriate and educational use of digital devices and online services, in line with the department's Code of Conduct.



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Staff will follow the school's behaviour management plan when they respond to any incident of inappropriate student behaviour relating to the use of digital devices or online services, with due consideration given to severity and any mitigating factors.

The principal or delegated staff will annually review this procedure, the school's behaviour management plan and any other relevant document to provide clear, consistent, whole-school instructions for teachers when responding to inappropriate student behaviour.

Parents and Carers

Parents and carers will read the student agreement with their child/ren. Then both a parent/carer and child will need to sign and return a separate "Use of Digital Devices and Online Services Student Agreement" document for each child to school, before their child can use digital devices at school.

Parents and carers will support this procedure, including consequences for breaches, and will model the safe, informed and responsible use of digital devices and online services.

Parents and carers are not encouraged to provide their children with personal digital devices.

During school hours, parents and carers will only contact their children via the school office. Cobar Public School can be contacted on 6836 2039.

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 at the principal's discretion only.

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 Complaints Handling policy.



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Appendix 1: Definitions

Digital devices

An electronic device that can receive, store, process and share digital information, including but not limited to:

- School-provided desktops, laptops, tablets and other electronic equipment

Educational outcomes

Learning objectives and skills that support the educational development and wellbeing of students.

Educational use

Use identified by school staff as leading to one or more educational outcomes.

Online services

A website, app or any other means to gather, process and share information online, including but not limited to:

- Teacher-approved Learning Management Systems and digital classrooms;
- Tools to support learning, research, design, collaboration, creativity and critical thinking; and
- Online communication and chat, video conferencing, games, social media and other digital platforms.

Student agreement

Refers to the agreement all public school students in NSW will need to complete and return, governing their use of digital devices and online services.

Appendix 2: Responding to breaches

MINOR BREACH

• **POTENTIAL BREACHES:**

- Accessing non-educational content or websites.
- Using personal digital device during school hours without staff permission.
- Harrassing or bullying another person using a digital device or online service.
- Not following teacher directions when using a digital device or online service.

• **POSSIBLE CONSEQUENCES:**

- Student given a warning by staff at the time of the breach.
- Student name, date and incident recorded on Sentral.
- Student misses out on some lunch time play.
- Personal digital device/s confiscated and handed in to the Principal, to be collected after school.

REPEATED MINOR BREACH

• **POTENTIAL BREACHES:**

- Second minor breach within a 10-week period.
- Refusing to hand over a personal digital device when a teacher attempts to confiscate it.

• **POSSIBLE CONSEQUENCES:**

- Student sent to AP or Principal.
- Lunch-time RTR session where student completes a PBL contract explaining what they did and why they should still be allowed to access digital devices and online services at school.
- Student name, date, incident and student behaviour report recorded on Sentral.
- Parents contacted by teacher to discuss breaches of Student Agreement and behaviour report.
- Student access to digital devices and online services restricted, eg DoE internet access temporarily disabled for student in AMU.

MAJOR BREACH

• **POTENTIAL BREACHES:**

- Third minor breach within a 10-week period.
- Deliberately accessing or sharing pornographic or other illegal content.
- Theft of another person's device, including school property.
- Other major breach as determined by principal.

• **POSSIBLE CONSEQUENCES:**

- Student sent directly to Principal to complete a behaviour report explaining what they did.
- Student name, date, incident and student behaviour report recorded on Sentral.
- Student restricted from any access to digital devices and online services during school hours.
- Parents and/or carers contacted to arrange a meeting with Principal about breach/es.
- Possible suspension. Possible Police and/or Student Wellbeing involvement.