

# Hurlstone Agricultural High School

## Student Use of Digital Devices and Online Services Procedure

### Purpose

Hurlstone Agricultural High School is committed to providing supportive and engaging learning environments throughout the day and boarding school. We value the rich and deep learning experiences that technology can provide in a stimulating and challenging academic environment and in supporting communication and collaboration in a residential setting.

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-provided and personal digital devices and all online services.

### Our School's Approach

Students are encouraged to bring their personal laptop or tablet device to use in their classes in all subject areas. The laptop or tablet device should not be used for gaming or other non-educational activities.

Mobile phones are not designed to facilitate note taking or deep research and provide a substantial distraction to students through social media notifications. Students are permitted to bring their mobile phone to school for use before school and during recess and lunch. During class time, the mobile phone should be kept in the student's bag and placed in silent mode. Hurlstone encourages the concept of 'off and out of sight'.

Parents and carers accept full responsibility for the care and use of any personal digital device. Hurlstone AHS will not cover the loss, theft or damage of the device or any peripheral item. Families should check their home and contents policy to ensure the device is covered outside their home. Devices are not to be left unattended in the playground or classroom at any time. Students should use school lockers which are available for hire from the Accounts Office. Devices are not to be left in lockers overnight.

Hurlstone has a Technical Support Officer 3 days per week to support students with their devices with the following issues:

- WIFI Connectivity
- Access to online educational services used by Hurlstone Agricultural High School
- General troubleshooting advice

Hardware faults are solely the responsibility of the parent or caregiver.

Students are not permitted to use their mobile device in change rooms or toilets under any circumstance.

A list of [device specifications](#) can be found at the end of this document.

## 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. Where a student has a diagnosed disability, the school will provide a reasonable adjustment that will not require the parent or carer to seek an exemption.

## Consequences for inappropriate use

The following consequences may be put in place at the discretion of the Deputy Principal or Principal:

- Student receives a warning from the teacher or Head Teacher
- Student receives a written warning from the Deputy Principal
- The device is confiscated by a Deputy Principal
- The Deputy Principal or Principal suspend the student's privilege to use a digital device at school
- The student's access to their education email and service account is restricted
- Suspension and possible police and/or child wellbeing services involvement

Students are to adhere to the [Student Discipline in Government Schools Policy](#)

## 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 Administration Office and ask for permission to use the school's phone.

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

## Responsibilities and obligations

### 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](#).
- Be aware that all their emails and web searching history are kept for two years and that these records can be used in school investigations, court proceedings and for other legal reasons.

### 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 [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 NSW Department of Education Incident Report and Support 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 at year or stage assemblies and through their school email accounts.

Parents and carers will be advised via an email from the school. This procedure can be accessed electronically via the [school's website](#) and in hardcopy at the school's administration office.

## Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

## Review

The principal or delegated staff will review this procedure annually.

## Appendix 1: Key terms

**Bring your own device** is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

**Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

**Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

**Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

**Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

**Image-based abuse** occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

**Online bullying** involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

**Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

**Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

**Reasonable adjustment** is a measure or action taken to assist a student with 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.

## Appendix 3: Specifications required for bring your own devices

### Wireless connectivity:

- The device must have 5GHz 802.11n support

### Operating system:

- Windows 10 or MacOS 10.14 Mojave. Chromebooks and Android devices are not supported under the BYOD program
- The operating system must be regularly updated by the student

### Software and apps:

- Web Browser: Microsoft Edge or Google Chrome
- Students are to use the Microsoft Office Suite. Students can download for free at [www.office.com](http://www.office.com) - login with your education email address (@education.nsw.gov.au)
- Learning Management System: Microsoft Teams
- Students have access to [Adobe Creative Cloud](https://www.adobe.com/au/education/creativecloud.html) using their education email address (@education.nsw.gov.au)
- Security Software: Microsoft Defender (included with Windows 10) or ClamXAV Sentry (MacOS)

### Battery life:

- At least 6 hours

### Memory and RAM:

- Laptop: 256GB minimum Hard disk
- Laptop: 4GB minimum RAM

### Hardware features:

- Screen size: between 10 and 14 inches
- Camera and Microphone

### Ergonomics:

- The device must have an external keyboard.
- A stylus (digital pen) is highly recommended so students can make hand written notes on the device such as a Surface Go 2
- Maximum weight: 2 KG

### Other considerations:

- Accidental loss and breakage insurance policy
- Backup: OneDrive as provided with the student Office.com account and a portable hard drive
- Sturdy protective case