

Hurlstone Agricultural High School

Digital devices and online services plan

Purpose and scope

This plan outlines our school’s approach to managing student use of digital devices and online services to ensure safe, responsible and respectful use of these. It covers student use of digital devices and online services in school-related settings, including both school-provided and personal devices and services.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

For mobile phone management, see the [Student Use of Mobile Phones in Schools](#) policy.

Definitions

Term	Definition
Digital devices	include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services For mobile phone management, see the Student Use of Mobile Phones in Schools policy.
Educational purposes	any use approved by school staff that supports student learning, wellbeing and educational outcomes
Online services	include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media and other online spaces
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, such as excursions and camps. 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

Our school approach

Using digital devices and online services for educational purposes

Students are strongly encouraged to bring their personal laptop or tablet device with an external keyboard to use in their classes in all subject areas. Lesson content will be managed through Microsoft Teams and the Office 365 platform. The laptop or tablet device should not be used for gaming or other non-educational activities.

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 5 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 laptop or tablet device in change rooms or toilets under any circumstance.

For mobile phone management, see the [For mobile phone management, see the Student Use of Mobile Phones in Schools](#) policy.

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 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings.
- 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.

Inappropriate use of digital devices and online services

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

If students and staff repeatedly engage in activities, using the school's ICT network, that result in copyright infringement then the department may suspend ICT network access privileges.

Medical or wellbeing exemptions to digital device use

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.

Exemptions to this plan may apply to some students, and will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Reasonable adjustments for students with disability

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.

Exemptions to this plan may apply to some students, and will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Our communication approach

Students will be informed about this approach through school and year group assemblies.

Parents and carers will be informed:

- through the school newsletter or email
- on the school website: <https://hurlstone-h.schools.nsw.gov.au/>

Handling complaints

If a student, and parent or carer has any complaints relating to this strategy, the first step is to follow the school's complaints process. If the issue cannot be resolved, they should access the [Making a complaint about our schools](#) guide.

The department's [Complaints Handling](#) policy also provides further information and support for both the school community and staff.

Appendix 1:

Specifications required for bring your own device:

Wireless connectivity:

- The device must have 5GHz 802.11n support.

Operating system:

- Windows 11 or MacOS 10.14 Sonoma.
- 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 - login with your education email address (@education.nsw.gov.au)
- Learning Management System: Microsoft Teams
- Some students have access to Adobe Creative Cloud using their education email address (@education.nsw.gov.au)

Security Software:

- Microsoft Defender (included with Windows 11) 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 handwritten 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

Changes since previous update

Last updated	Description of changes	Approved by
05/06/2024	Updated to New DOE Template	Rob Craig