



BANKSTOWN PUBLIC SCHOOL

Student Use of Digital Devices, Online Services Procedure and Mobile Phone Policy

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 need to obtain a permission note for having a mobile phone or smart watch device at school from the office, which must be signed and returned by parents. Each morning, students must hand in their phones and smart watches into the office before school. The school takes responsibility for these devices. Students can collect their devices, from the office, at the end of each day. Students are still able to carry their phones or wear their smart watches while travelling to and from school.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period. Parents/carers and students wishing to apply for an exemption will need to make an appointment with the principal to discuss their individual circumstances.

Consequences for inappropriate use

- The student's digital device is confiscated by a staff member.
- Confiscated devices are handed in to the school office and can be collected at the end the day.

Contact between students and parents and carers during the school day

Should a student need to contact a parent or carer during the school day, they must approach the administration office. During school hours, parents and carers are expected to only contact their children via the school office.



Responsibilities and obligations

For students

- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

For parents and carers

- Support implementation of the school procedure, including its approach to resolving issues.

For the principal and teachers

- Support implementation of the school procedure, including its approach to resolving issues.

Communicating this procedure to the school community

Students:

- Will be informed about this procedure through class discussions as well as through the school newsletter and Class Dojo

Parents and carers:

- Will be informed about this procedure through the school newsletter and Class Dojo. Hard copies of this Procedure are available on request.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Review

The principal or delegated staff will review this procedure annually.