



# Engadine West Public School

## School Digital Devices and Online Services Procedures

The Engadine West PS School Digital Devices and Online Services Procedures reflect and align with:

- [NSW Department of Education policy on Student Use of Digital and Online Devices](#)
- Accepted School practices and requirements (listed below)

“Primary students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher” – policy statement and our standard procedures relate to this policy statement (Parts 1 & 2).

“Exemptions may be granted for educational purposes.” – policy statement and our adjusted procedures relate to this policy statement (Part 3).

### **Accepted Engadine West Public School practices and requirements for Student Digital Devices and Online Services (Non BYOD Part 1 and Part 2)**

#### **Part 1: Standard School Procedure: Student Digital Devices**

The school does not condone students bringing digital devices to school and accepts no responsibility for loss or damage to private property. The exception to bringing devices to school is for approved learning adjustments or BYOD which forms a separate agreement, an authorised adjustment (refer to Adjusted Procedures Part 3).

If a student has brought in a digital device to school it is to be turned off and handed in at the front office when first entering the school.

A digital device is any electronic device that can receive, store, process and share digital information, e.g. desktops, laptops, tablets, smartwatches and smartphones. Digital devices are the tools we use to connect to the internet or communicate with other people. Examples of current Student Digital Devices include:

- Mobile phones
- Smart connected watches and wearables capable of taking photos, recording, texting and communicating online.
- Tablets, laptops
- Any device capable of texting, being online, taking photos or recording.

Upon first entering the school all students are required to place their digital device, usually phones, in the storage box at the front office, and sign in these devices.

Students then retrieve their devices from the storage box at the end of the day or when leaving school, having signed them out.

It is the students' responsibility to ensure their daily signing in and out of their device and to place and retrieve their digital device from the storage box.

It is the school's responsibility to supervise this process and make available the storage box and sign in / out sheets for the students' digital devices and to lock the storage box away.

Students infringing on these conditions, including not turning off the device, will have their privileges revoked as well as face potential disciplinary action.

## **Part 2: Standard School Procedure: Online Services**

The school's practice is to have all students engaged and focused upon their learning. No student is permitted to use the online service to communicate by text, email or through apps, in any form to parents, friends, known or unknown people or sites. Students infringing on these conditions will have their privileges revoked as well as face potential disciplinary action.

Student emailing is limited to their teachers, for their projects and learning areas.

The school values and teaches safety, respect and learning. Every student receives lessons in safety, respect and learning and this includes online safety, cyber bullying, and child protection as part of our Personal Developmental Health and Physical Education (PDHPE) and Positive Behaviour and Learning (PBL) programs.

## **Part 3: Adjusted Procedures: Authorised Adjustments to the Standard procedure**

### **1. Student Learning Support Needs:**

Students requiring student digital devices and / or online services support as specified in their individualised learning plan (ILP) and approved by the school's learning support team and principal are permitted to take their devices directly to class or use their online support in school as specified by their ILP.

### **2. Stage 3 Students using BYOD**

Students of Stage 3 engaging in the school's BYOD program receive a separate agreement and may take their approved BYOD equipment to their learning environments. Students are bound by this separate procedure, which is attached.



# Engadine West Public School

## Bring Your Own Device Procedures

To extend and enrich student learning at Engadine West Public School, students have the opportunity to bring their own technology device for use at school. Parents and students wishing to participate in this program must agree to the following conditions. Parents are to read these conditions carefully, together with their child, before signing and returning this agreement to their child's class teacher. Parents will be informed (such as a class note, newsletter, Skoolbag or SeeSaw notification) when the devices can be brought to school.

### BYOD Requirements

- Preferred Screen size = 9.5 to 11 inches (regular iPad/ tablet or Chromebook).  
Minimum Screen Size = 7.9 inches (e.g. iPad mini).  
No mobile phones.  
Maximum Screen size= 12 inches.
- Must have a 3.5mm head phone jack (or permanent adapter attached)
- Latest system software must be installed.
- Minimum battery life of 6-8 hours (in operation).
- School supported OS Wi-Fi connect instructions are iPad, Chromebook, laptop (PC and Mac) and Android.

### Expectations

- It is the student's role to connect the device, not the teacher's. Connection instructions will be explicitly taught to students at school.
- Students may trial pre-existing devices to test if they work on the school's Wi-Fi. That is if families already have a device and are unsure, the student may bring it in and try it out.
- During Term 4, Year 4 students may bring in devices to class to test and prepare for Stage 3 (should they wish).
- If you would like to participate in our BYOD program then both student and parent must read and sign the Parent and Student User Agreement before connecting and using any device at school.
- Please read the student agreement with your child, and sign if you consent for your child to participate.

## Parent and Student User Agreement

### **Student Responsibilities**

1. The student takes full responsibility for his or her device. While every effort is made to ensure their security, the school and its staff take no responsibility for loss, theft or damage to the device either at school or in travel to and from school.
2. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The student is responsible for charging their device prior to bringing it to school. It should be capable of running off its own battery whilst at school.
4. The student will use the school's wireless network. Use of 3G, 4G & 5G wireless connections are not allowed. If the device has a SIM card, parents are required to store the SIM at home.
5. The school recommends that parents enable the 'Find My iPad' application and become familiar with its use if using an Apple iPad and recommend similar Apps for the other operating systems.
6. The school recommends that each device is housed in a sturdy case for protection.

### Storage

6. The student agrees to take their device home each night and will not store the device overnight at school.
7. Students are responsible for the safe supervision of their device throughout the day.

### Usage

8. When at school, the student will only use their device to access classroom related activities.
9. The student will comply with teachers' requests to turn off the device when required.
10. Students should not take photos, video or sound recordings of other students or members of staff without their knowledge and consent. They are not allowed to **share/post** photos, video or sound recordings taken at school without the permission of a teacher.
11. The student will only communicate to teacher authorised uses and sites, such as teacher emails. No student is to communicate or attempt to communicate, including through Apps, to unauthorised people or sites.
12. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, school rules or has engaged in other misconduct while using their personal device.
13. Violations of school or class rules involving a student's personally owned device may result in the student being banned from using the device at school and/or disciplinary action.

**Please return this page below to your child's class teacher.**



### Bring Your Own Device Parent and Student User Agreement

As a student of Engadine West Public School I understand and will abide by the above conditions. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above conditions. I have read and discussed them with her/him and they understand their responsibilities they have in the use of their personal device at school and in travelling to and from school.

I give permission for my child (name) \_\_\_\_\_ of class \_\_\_\_\_ to bring the following device to school each BYOD day. (Brand name) \_\_\_\_\_  
(Model name) \_\_\_\_\_ (Device serial number ) \_\_\_\_\_

\_\_\_\_\_ Student's signature      Date \_\_\_\_\_

\_\_\_\_\_ Parent's signature      Date \_\_\_\_\_