



Engadine West Public School

School Digital Devices and Online Services Procedures 2024

The Engadine West PS digital devices and online services procedures reflect and align with the:

- NSW Department of Education's policy on [Digital Devices and Online Services for Schools](#)
- NSW Department of Education's policy on [Student Use of Mobile Phones in Schools](#)
- NSW Department of Education's [Student Use of Mobile Phones in Schools Procedures](#)

Digital devices

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 support students to develop technological, social and emotional competencies. This support maximises the benefits and minimise the risks of digital environments and prepares students for life beyond school.

The Department of Education, and as such Engadine West PS, does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.

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. Online services include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media and other online spaces.

Students need to use digital devices and online services in a safe, responsible and respectful manner.

Students may only use digital devices and online services in specific circumstances, such as for an educational purpose, to support student learning, wellbeing and educational outcomes, or as part of a reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

Mobile phones and Smartwatches

During the school day, students are not allowed to use mobile phones, Smartphones, Smartphone connected Smartwatches and built-in-cellular (SIM) connected Smartwatches at school, including during recess and lunch. These include and not limited to; Google Pixel, FitBit, Apple, Samsung and Garmin watches. These devices are not to be used in the classroom, playground or on an incursion/excursion for any reason.

Phones and Smartwatches are not to be used to harass, bully or intimidate students or staff. Breaches will be dealt with as per the [Student Department of Education Policy and Procedures](#).

Any use of mobile phones and Smartwatches by a student, that is in breach of these rules, will lead to the confiscation of the device. In this instance, parents will be notified and confiscated devices will need to be collected from the administration office by the student's parent or guardian at the end of the day.



Standard school procedure: Student digital devices

All Smartphones/SIM connected Smartwatches must be set to schooltime to ensure all notifications and apps are blocked or switched off. Smartphones and Smartwatches are not to be used to call/contact home. Parents and carers are able to contact their children by calling the school. If necessary, students can contact parents from the office phone. If in the event of an emergency, it is the duty of the school and the administrator/teacher in charge to call a parent/carer. All other events including the event of a mishap at school or forgotten belongings should be managed by school staff.

It is the students' and parent/carers' responsibility to ensure that all Smartwatches have the schooltime set from the time they enter the school grounds until they leave the school grounds (gate-to-gate).

If a student brings a mobile phone or SIM enabled Smartwatch to school it is to be turned off, handed in at the front office and signed in when first entering the school. It is the students' responsibility to ensure their daily signing in and out of their mobile phone or SIM enabled Smartwatch and to place and retrieve it 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' mobile phone or SIM enabled Smartwatch and to lock the storage box away.

Exemptions of this procedure may apply to some students, and will be considered on a case-by-case basis and are granted at the principal's discretion. Applications for exemption should be requested due to exceptional circumstances and applied for through the school office to the principal.

Bringing devices to school for approved learning adjustments or BYOD forms a separate agreement.

Standard school procedure: Online services

The school's practice is to have all students engaged and focused upon their learning. Students are not permitted to use the school 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.

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.

Stage 2 and Stage 3 students using BYOD

Students in Stage 2 and 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.



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Bring Your Own Device (BYOD) Procedures

To extend and enrich student learning at Engadine West Public School, students have the opportunity to bring their own digital device for use at school. Parents/Carers and students wishing to participate in this program must agree to the following conditions. Parents/Carers are to read these conditions carefully, together with their child, before signing and returning this agreement to their child's class teacher. Parents/Carers will be informed when the devices can be brought to school by the class teacher.

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).
Maximum Screen size= 12 inches.
- Must have a 3.5mm headphone 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.
- No mobile phones.

Expectations

- It is the student's role to connect the device. 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.
- If parents/carers would like their child/ren to participate in the BYOD program then both student and parent/carer must read and sign the *Parent and Student User Agreement* before connecting and using any device at school.



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Bring Your Own Device (BYOD)

Parent and Student User Agreement

Student Responsibilities

1. The department does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at 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 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.
7. The student agrees to take their device home each night and will not store the device overnight at school.

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 the page/s below to your child's class teacher.



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Bring Your Own Device (BYOD)

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 is 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 name

Student signature

Date

Parent/Carer name

Parent/Carer signature

Date



Engadine West Public School

Smartphone and Smartwatches

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 is responsible for abiding by the above conditions. I have read and discussed the procedures with her/him and they understand their responsibilities regarding 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 a smartphone to school and/or wear a smartwatch to school.

Model name

Device serial number

Student name

Student signature

Date

Parent/Carer name

Parent/Carer signature

Date