

Bomaderry High School

Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at our school.

Our school values the educational use 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. This procedure is to be read in conjunction with the Bomaderry High School BYODD iPad Policy.

Our School's Approach

Bomaderry High School aims to deliver an innovative, efficient, informed, inclusive and connected school network to improve student growth and attainment, skills, engagement and opportunities for their future. This is underpinned by the NSW Government – Schools Digital Strategy and the NSW Department of Education School Excellence Framework. Teachers strive to expertly integrate technology into lessons and all staff are working towards being expert users of available technology and systems. The iPad was chosen as the preferred technology tool for Years 7-10 (Appendix 7).

At Bomaderry High School:

- Students in Years 7-10 are required to bring an iPad every day to facilitate their learning. (Appendix 3 provides the specific device requirements). The school can support families by providing a loan iPad to students through the school's Equity Procedure for iPad loan. The Year Advisor or Deputy Principal can assist with this and can be contacted through the office. (Appendix 5).
- Students in Years 11-12 are expected bring a laptop or iPad every day to facilitate their learning.
- Students are responsible for the charging, storage and care of their own or loaned digital learning devices. All devices should have a protective cover.

- No digital devices are to be used at any break times during the school day.
- Students should access web-based material through the school server. Apps such as VPN's that circumvent the school server are strictly prohibited.
- If students must bring a mobile phone to school they must either:
 - Voluntarily hand the phone to the front office in the morning before the first bell; or
 - Keep the phone in their bag and not use or bring out the phone during the day
- These conditions apply from the first bell of the day to the last bell of the day.
- All new students and their parents, including students entering Year 7 will need to read and sign the *Bomaderry High School Bring Your Own Designated Device (iPad) Student/Parent Agreement* which will remain current for the entire time the student is enrolled at Bomaderry High School. (Appendix 6).
- Parents may request exemptions to existing conditions such as students who have medical or other professional advice to use a device at other times of the day. These will be considered on a case-by-case basis by the Deputy Principal.
- Bomaderry High School uses Apple School Manager and the Jamf Pro Mobile Device Management (MDM) to manage the school owned iPads and Macbooks.

Damage or loss of BYOD (iPads for Year 7-10 and laptops for Years 11-12) equipment:

- Students bring their own device for use at Bomaderry High School at their own risk.
- Whilst Bomaderry High School will do all that it can to safeguard property while the device is at school or during a school-related activity, it will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device
 - while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.
- Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- Students should avoid bringing peripheral equipment, including power charges and cables to school with their device.
- Repair of the device rests solely with the owner of the device.
- Each student is solely responsible for the care and conduct of their own personal device whilst at school, at other school activities, travelling to and from school or to and from other school activities.
- Note – students supported through the Equity Policy for loan iPads that are owned by the school will be required to complete a loan agreement with conditions set out by the school.

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 can approach the administration office or other staff members supporting their learning and wellbeing, and ask for permission to use the school's phone, giving a justified reason for the call.

During school hours, parents and carers are requested 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. (Appendix 2).
- Respect and follow school rules and procedures and the decisions made by staff.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- A list of required applications (apps) for use with all student iPads will be provided for parents/carers. The iPad comes with a standard set of applications and the rest of the required apps may be downloaded directly from the 'app Store'. (Appendix 4).

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 NSW Department of Education [School Community Charter](#).
- Switch off or put their digital devices on silent when on school grounds.
- Provide digital devices or apply for a school loaned iPad that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.
- A list of required applications (apps) for use with all student iPads will be provided for parents/carers. The iPad comes with a standard set of apps and the rest of the required apps may be downloaded directly from the 'app Store'. (Appendix 4).

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 [BHS School Behaviour and Support 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.

Consequences for inappropriate use by students

All students learn about the appropriate and safe use of digital devices and online services through mandatory learning in PDHPE (Years 7-10) and Technology Mandatory (Years 7-8). The Wellbeing Team complements the curriculum learning through timetabled Guidance lessons with the Year Advisor or other appropriate teacher and specialist programs throughout the year. The Deputy Principal may refer a student to the Wellbeing Team for an individual education intervention addressing inappropriate use of digital devices or online services, if deemed appropriate, in addition to the consequences below.

Mobile phones and accessories

Bomaderry High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>.

Student mobile phones should be off and away from bell to bell. For more information, please see the [Students' use of Mobile Phones in Schools Management Plan](#) and the [Procedures for Misuse if Mobile Phones on School Grounds](#). For consequences for inappropriate use, please see the [BHS School Behaviour and Support Management Plan](#).

Digital learning devices including iPad (Years 7-10) or other device (Years 11-12)

iPads and other devices used in the school are educational devices and should be used for this purpose only. Under no circumstances are students allowed to use any digital device to bully, threaten, harass or intimidate other students at any time. Any incidents of this kind will be dealt with by the Deputy Principal, reported to the Department of Education Health and Safety Directorate and police will be informed.

Students are not to use their device to take pictures or record either audio or visual content without permission from the teacher.

During break times

Devices must not be used during breaks in the playground. Students take full responsibility for their own devices. The school will not be responsible for their loss, theft or damage. Students who are repeatedly caught using their iPads during the breaks may have their personal or school loaned iPad confiscated by a staff member. Teachers will remind students, enter a negative incident in Sentral under *Technology Inappropriate use of* and notify the Deputy Principal for further action.

During class time

Students must allow teachers to view their work either physically, via apps or other learning tools such as Apple Classroom. Any refusal will be considered non-compliance and the teacher will follow the [BHS Student Behaviour and Support Management Plan](#).

Students engaging in off-task behaviour on their digital devices to message, play games, access social media, access web sites, music or other apps not authorised by the classroom teacher will be dealt with via the [BHS Student Behaviour and Support Management Plan](#).

Communicating this procedure to the school community

Students, and parents/carers will be advised via the school newsletter and other regular communication channels. 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 designated device (iPad) is a program where parents and carers provide iPads for their child to use at school. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* [policy](#).

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, parent/caregiver 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, parent/caregiver 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

iPad – Years 7-10 (Optional for Year 11 and 12)

Wireless connectivity: The department's Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. An Apple iPad has been specifically selected as it meets these specifications.

Operating system: iPadOS 15.0.2 or greater

Software and apps: See Appendix 4

Battery life: Minimum 7 hours battery life. The iPad specified has a battery life of up to 10 hours.

Memory and RAM: 7th Generation, 10.2 inch, 32 GB, wifi device.

Hardware features: Minimum 7th Generation. If you are purchasing a device we strongly recommend purchasing the newest generation possible as this has been proven to be more economical over time.

Ergonomics: Student may like to purchase a keyboard case but this isn't a requirement.

Other considerations: Accidental loss and breakage insurance. See Apple Care Plus.

Accessories:

- Protective case/cover. A sturdy case - this is to try and prevent any damage that may occur to the device.

Optional Accessories

- Headphones - This allows students to listen to planned audio content during lessons without interrupting their peers as part of the teaching and learning program. This is only at the teachers request and not for listening to other audio alternatives such as music, podcasts, videos, audio books.
- Wireless charger - we know that kids will be kids and for technology this means occasionally forgetting to charge their device. A wireless charger means students can get on with their learning without having to sit next to a power-point.
- Apple Care Plus - We recommend this one, but it is up to parents. This is additionally insurance for the device that will likely give many parents peace of mind. For more information, go to <https://www.apple.com/au/support/products/ipad/>
- Apple Pencil - While the pencil has some nice functionality, it is a luxury. Students will get use out of a Pencil at school but it is not a requirement.

Laptop– Years 11-12

Wireless connectivity: 802.11n 5Ghz standard

This may be advertised as:

- Wi-Fi 6
- Wi-Fi 5
- Dual Band Wireless
- 802.11ac
- 802.11ax
- Gigabit Wireless

Note: Devices marketed as “802.11bgn” probably do not support the required standard.

Operating system: One of the following operating systems-

- Microsoft Windows 10 or Windows 11
- Apple macOS 10.14 (Mojave) or newer
- Apple iOS 15.02 or newer

Software and apps: See Appendix 4.

Security software

- Windows laptops should run Microsoft Defender (built-in)
- Mac OS X laptops should run: ClamXav 2 Sentry

Battery life: Minimum 7 hours

Memory and RAM:

- Minimum RAM (laptops): 4GB
- Disk configuration (laptops): Solid State disk (SSD)

Hardware features:

- Maximum weight: 2kg

Ergonomics: Minimum Screen Size: 9.7”, Maximum Screen Size: 14.0”

Other considerations: Accidental loss and breakage insurance

Accessories: Protective case/cover.

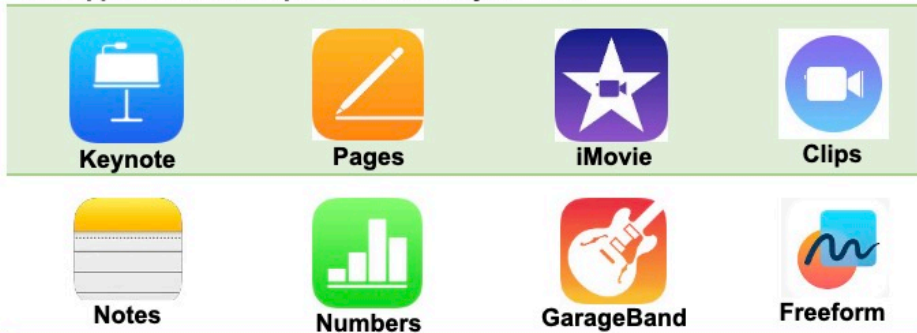
Appendix 4 – BHS list of educational apps

NOTE: List to be updated yearly and located on school website.

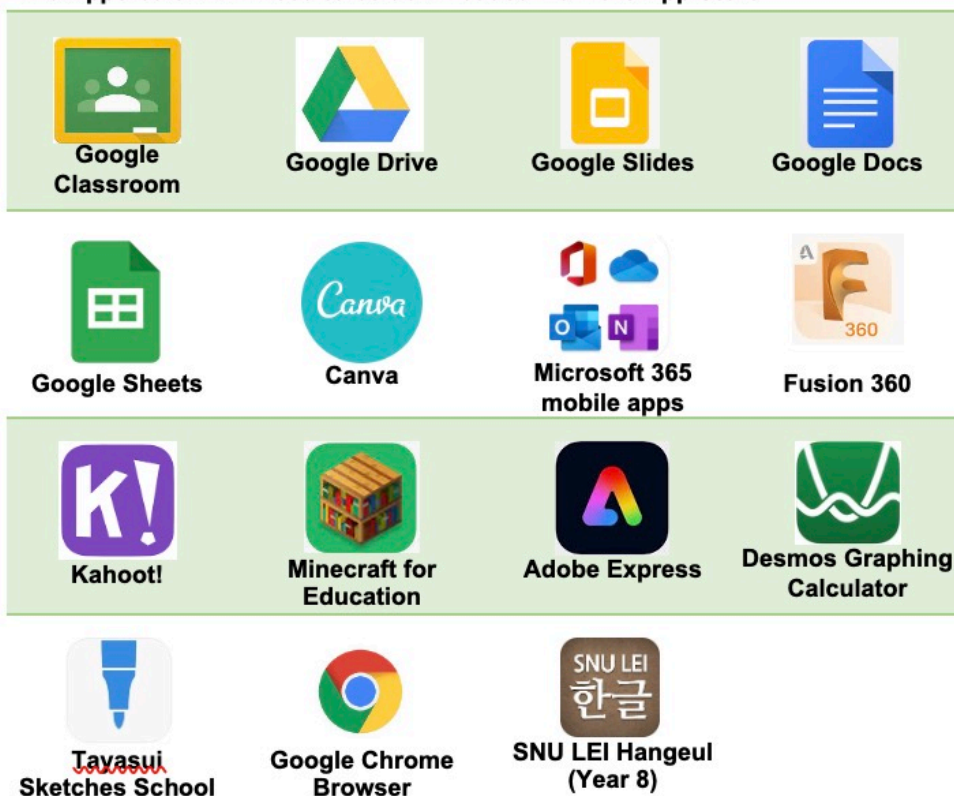


Bomaderry High School iPad Apps

The Apps below come pre-installed on your iPad



The Apps below will need to be downloaded from the App Store



Note: Once downloaded and logging into any apps that require a login, students will need to use their @education.nsw.gov.au account to sign in for free

Appendix 5: Equity procedure for iPad loan

Students who are not able to bring an iPad to school for a short or long term will be supported to access the same educational opportunities as all students enrolled at Bomaderry High School when there are devices available through the school's *Equity Policy*. The following steps will be followed to ensure that there is equity and a timely response.

1. Report

There are a number of ways students can access a school loan iPad. These may be through one or more of the following:

- staff contact with the parent/carer who requests the need
- student requests the loan of a school owned iPad
- parent calls the office to request a student loan a school owned iPad

2. Collection of forms – Library

- Student is directed by a classroom teacher, Aboriginal Education Officer, Year Advisor or Deputy Principal to the library staff to collect the *Student/Parent iPad User Charter* and *Loan Agreement for School Owned iPad* forms.
- Library SAO notes on Sentral in Data Record>iPad Loan Request that paperwork has been issued. In exceptional circumstances, the office can email forms to the parent.

3. Completion of forms – Parent and student

- Student takes forms home to be completed by the parent/carer. Student also signs the relevant sections.
- Student returns forms to their Deputy Principal for approval.
- Library SAO to follow up with a phone call if forms are not returned in a timely manner.

4. Approval – Deputy Principal

- The Deputy Principal signs the form and returns to the library SAO who completes the Sentral entry and records student loan in the school management systems.

5. Action – Library SAO and student

- Library SAO will inform student when the loan iPad is ready for collection. The student borrows the iPad through the library borrowing system.
- Student will need to return the iPad at the end of Semester One for stocktake to the library to be re-borrowed.
- Student will need to return the loan iPad at the end of Term 4 and will be kept in a secure storeroom over the Christmas break. A new loan procedure will need to be completed yearly should a student require an iPad for over one year.

Appendix 6 – Student Contract



Bomaderry High School Bring Your Own Designated Device (BYODD iPad) Student / Parent iPad agreement

Students must read this agreement in the company of their parent/carer.

This document is to be signed and returned to the school.

By signing this agreement, students and their parents/carers accept all conditions of the School's BYOD policy for the time they are enrolled at Bomaderry High School.

- I agree that my use of the NSW Department of Education's (DoE) internet will be primarily for learning.
- I have read and accept the conditions outlined in [NSW DoE Student use of digital devices and online services policy](#) and all associated procedures and Bomaderry High School's BYOD Policy and Digital Devices and Online Services Procedures.
- I will only access the DoE Wi-Fi network and not access any other network while at school.
- I will not use 'Bluetooth' or 'hotspot' technology to connect my iPad to a mobile phone or any other device while at school.
- I will not attach any school-owned equipment to my device without the permission of the school.
- I will stay safe by not giving my personal detail to others, except where requested by a staff member of the school.
- I will not use my device for the purposes of cyber bullying or invasion of other people's privacy, including passing on inappropriate content.
- I understand that my activity on the internet is monitored and recorded and that any content on my iPad may be accessed by teachers at any time and that these records may be used in investigations, court proceedings or for other legal reasons.
- I will not share my iPad passcode or other user passwords.
- I will have access to a family shared or my own personal Apple ID account.
- At all times, I will ensure there is enough capacity available on my iPad for school work.
- I will not attempt to hack or bypass any security implemented by the NSW DoE or Bomaderry High School.
- I will not have a SIM card in my iPad at school.
- I agree to report inappropriate behaviour and material that I become aware of to my teacher.
- I agree to not use my device to knowingly search for, link to, access or send anything that is;
 - offensive;
 - pornographic;
 - threatening;
 - abusive;
 - defamatory; and
 - that no inappropriate material will be stored or accessed on my device.
- I acknowledge that the iPad is my responsibility and that I will take great care of it in and out of class time and, not loan it to other students.
- I agree that when I bring my iPad to school, it will be fully charged and ready for use.
- I agree that my parents/carer may check content at any time and share responsibility for content on my iPad when it is brought to school.
- I acknowledge that the school cannot be held responsible for any damage to or theft or loss of my iPad.
- I agree that use of my iPad during school activities is at the direction of the teacher, including the use of Apple Classroom.
- I will not download any apps or IOS updates at school unless given permission by a teacher.

Date: ____ / ____ / ____

..... in the presence of:

Student Name Parent/Carer Name

..... in the presence of:

Student Signature Parent/Carer Signature

Appendix 7 – Why iPad?

Bomaderry High School's reasons for choosing the iPad for Years 7-10.

Why iPad?

A powerful ecosystem for learning

- Personal**
 - Longevity**
durable, battery life and lifespan
 - Mobility**
lightweight, keeps space on desk for writing
- Connected**
 - Teacher control**
Apple Classroom, Mobile Device Management
- Collaborative**
 - Skills for the future**
designed for thinkers of tomorrow
- Creative**
 - Learning**
empowers ownership of learning, builds critical thinking
- Accessibility**
built for all learners, access to assisted technologies

SCAN ME