



# Tumut High School Policy Document

“THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens”

## Procedures for Student Use of Digital Devices & Online Services – 2022

### RATIONALE

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 refers to student use in school related settings and at school related activities, covering both school provided and personal digital devices.

### IMPLEMENTATION

Students may use their phones (or similar device) outside school buildings before school, at recess, at lunchtime and after the final school bell. Use of mobile phones and similar devices during class time is at the discretion of teachers and staff. Where permitted, students must only use their device for educational purposes and as directed by their teacher. The teacher will actively supervise to ensure responsible use.

### CONSEQUENCES FOR INAPPROPRIATE USE

In the event a student uses their device without permission or inappropriately a ‘no warning’ approach will apply. The student will be sent to the Deputy Principal. The Deputy Principal will reinforce the school expectations of “Respect – Allow Others to Learn” with the student. The student will be returned to class in possession of their phone. The classroom teacher will complete a Sentral behaviour entry for the student.

If the student consistently fails to follow instructions the phone will be confiscated and stored with the Deputy Principal until a parent can collect it from the school. In consultation with parents/carers the phone may be confiscated overnight with it being returned the following afternoon.

Students who use their phones (or similar device) in an unsafe manner (harassing, intimidating or bullying) resulting in a lack of care for others may face suspension and be reported to the police for criminal behaviour.

### EXEMPTIONS

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.

### CONTACT BETWEEN STUDENTS AND PARENTS/CARERS DURING THE SCHOOL DAY

- Parents/Caregivers who need to contact students during school hours must report to or phone the front office.
- Students needing to contact parents/caregivers during class hours must do so through the front office.



# Tumut High School Policy Document

"THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens"

## RESPONSIBILITIES & OBLIGATIONS

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

### 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, carers, school staff including Principal and teaching staff

- Be familiar with the policy act in line with conduct described

### For non teaching, volunteers and contractors see the DoE policy and act in line with the conduct described and:

- 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 with whom they are working.

### Communicating this procedure to the school community

- Students will be informed about this procedure through PBL behaviour expectations and mini lessons.
- Parents and carers will be advised via the school newsletter. 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.

## Related Department of Education Policies & Documents

*Student Use of Digital Devices and Online services, 2020:*

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

*Student Use of Digital devices and Online Services Guide, 2020:*

<https://policies.education.nsw.gov.au/policy-library/associated-documents/digital-devices-guide.pdf>

*Infographic Digital Devices, 2020:*

<https://policies.education.nsw.gov.au/policy-library/associated-documents/infographic-digital-devices.pdf>

*Digital Devices Guide, 2020:*

<https://policies.education.nsw.gov.au/policy-library/associated-documents/digital-devices-guide.pdf>

*Communication Devices and Associated Services Policy, 2016:*

<https://policies.education.nsw.gov.au/policy-library/policies/communication-devices-and-associated-services-policy>

*Digital Devices FAQs:*

<https://education.nsw.gov.au/content/dam/main-education/en/home/about-us/strategies-and-reports/our-reports-and-reviews/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools/Digital-Devices-FAQs.pdf>

*Digital Citizenship:*

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-for-the-future/digital-citizenship>

PO Box 70, TUMUT NSW 2720  
Principal: Mr Don Dixon  
[www.tumut-h.schools.nsw.edu.au](http://www.tumut-h.schools.nsw.edu.au)

Bogong Place, Tumut, NSW 2720  
Email: [tumut-h.school@det.nsw.edu.au](mailto:tumut-h.school@det.nsw.edu.au)  
Reviewed: 25<sup>th</sup> November 2021

Telephone: (02) 6947 0600  
Facsimile: (02) 6947 2497 Website:  
Next Review: 25<sup>th</sup> November 2022