



Newcastle High School

RESPECT . RESPONSIBILITY . PARTICIPATION

160-200 PARKWAY AVENUE HAMILTON SOUTH NSW 2303 • TEL 02 4969 3177

DIGITAL DEVICE POLICY

Introduction

This policy covers the appropriate use of digital devices at Newcastle High School (NHS) as well as appropriate use of the network resources, internet and email system provided at NHS.

Focus on Wellbeing

Digital devices have the potential to be incorporated into lessons, opening exciting new approaches to learning. Misuse by students can be very disruptive to teaching and learning and, in some cases, cause harm. They should not be used to distract students or impact work completed in the classroom. Students should avoid being caught up in negative comments via digital communications or being focused on their device instead of people or other parts of their life.

Digital Citizenship

NHS encourages students to demonstrate good digital citizenship when operating a digital device. All students and parents are encouraged to visit the NSW Department of Education's digital citizenship [support site](#) to enhance understanding of operating safely online.

Students should practice safe online behaviour. When using online tools, students should conduct themselves as they would in the classroom. Students should use and use and post only educational relevant images and content in all online forums.

Digital Device Rationale

NHS values the rich learning experiences that tightly integrated interactions with technology brings. Our school is committed to creating a 21st Century learning environment that will help our students in becoming self-directed learners, collaborative team players, critical and creative thinkers, wise consumers of information and intelligent information producers. Our BYOD program empowers students and gives them direct involvement in the way they use technology in their learning. NHS acknowledges that students may need to be in possession of a digital device at school for reasons relating to their safety in travelling to and from school. There will be many times that digital devices may be used for lesson delivery and educational engagement. A decision to use a digital device will be under the explicit direction and supervision of the classroom teacher.

Newcastle High School considers the items listed below to be classed as a digital device:

- Desktop computer
- Laptop computer
- Tablet
- iPad
- Digital camera
- Mobile phone
- Headsets
- Bud earphones
- Gaming console
- Smartwatches
- Any other similar items as deemed by the Principal



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Bring Your Own Device (BYOD)

Newcastle High School recognises the need to prepare our students for a rapidly changing world, where technology plays a critical role in personal, social and professional lives. Staff at Newcastle High School have taken great strides to integrate device use into all aspects of teaching, including the implementation of an elite online learning management platform, Canvas. BYOD is an important step in ensuring all NHS students are working with 21st century learning capabilities. NHS considers the digital devices listed below to be classed as appropriate Bring-Your-Own Devices:

- Windows Laptop
- Apple MacBook

Mobile phones are not considered a suitable device to support BYOD. Full details of the BYOD program, connection guides, recommended devices, purchase portal, device specifications and software installation support is available on the [website](#).

Responsibilities of the student (Usage requirements)

1. The device is the student's responsibility.
2. Students should be using an approved device and accessing content through their Department of Education (DoE) credentials.
3. All hardware and software must be legally purchased or provisioned by the DoE.
4. NHS does not accept responsibility for the security, loss or damage of the device while in the student's possession.
5. Devices are only to be used in accordance with teacher instructions and only used for educational purposes.
6. Unless instructed and approved for use in the classroom by the teacher:
 - 6.1. All devices are to be switched off and stored securely in the student's bag.
 - 6.2. Recording of images, video or sound is prohibited.
 - 6.3. Accessing, downloading or sending inappropriate, offensive materials is prohibited.
7. Students should not use the device to contact a parent or caregiver during school hours. All such calls or messages should be made from the School Administration Office. Emergency contact should only be made through the Administration Office.
8. Students may listen to music during study period lessons, or if directed by the classroom teacher to enhance the learning in the classroom.
9. Contact to the teacher via digital media is encouraged, but staff responses are to be made during normal business hours.

Laptop Loan Policy

Newcastle High School recognises the need to cater to a variety of students and supports the implementation of BYOD through a device loan program. Devices are available to borrow from the library for day loans. Students may also apply through the Wellbeing team to secure a device long term.

A student who borrows a day-loan laptop from the library must do so before school only, and it must be returned by the end of the school day. If a student fails to return their device on time, they may be restricted from borrowing for the remainder of the week. If a student repeatedly fails to return a day-loan laptop, they may lose access to the facility for the remainder of the term. All students in a grade with a mandatory BYOD program are permitted to access the day-loan option.

For longer-term loans, students may apply for eligibility through the Head Teacher Wellbeing. Upon permission granted, a student will be able to borrow a long-term loan laptop indefinitely. The student is responsible for charging and the safe-keeping of the device. All students in the school are able to access the long-term loan option.



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Network, internet and email use

NSW Department of Education (NSW DoE) provides each student with their own username, email address and webmail service. This is accessible through the DoE [student portal](#). The use of this service is outlined in the DoE's Student [use of digital devices and online services policy](#). All students must adhere to the policy documents to maintain access to this account.

Data Storage

The Department of Education provides students with secure online storage on Google Drive. The cloud-based platform allows students to save, edit, modify and copy documents through their designated Department of Education username (i.e. john.smith2@education.nsw.gov.au). Access to this data is available online at all times through the student's digital device or the computers on site at school.

When saving data to a Google Drive or network drive, students should only store school-based work and resources. Students should not store inappropriate or offensive material, games or programs on their accounts. Printing should only be done by students in the library through the student account process. If additional funds are needed for printing, students can make a payment at the front office. Students should not share their print codes with anyone.

Internet Connectivity

NHS provides filtered internet access for students across the school for use in class. This internet service is filtered by the NSW DoE and is intended for research, learning and communication between students and staff.

- The internet is to be used only for educational purposes.
- Students are not to access, download or distribute inappropriate offensive or prohibited material.
- Students will not download any material that represents a breach of copyright law.
- Students will not use Wi-Fi to connect devices to unfiltered internet.

Support documents and Wi-Fi connection guides are posted on our [website](#) to assist students in connecting to the network at school. Windows, Apple Mac, iPad and Chromebooks are supported as long as a 5GHz capability exists on the digital device. By connecting to the school's wireless network, students agree to follow Newcastle High School's digital device policy in line with the NSW DoE.

Assistance is available from the Technology Support Officer (TSO). Students can organise a time with the TSO located in the Information Technology office on the second floor C Block. Assistance is also available online or remotely by contacting the school via [email](#).



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Consequences for a breach of policy:

If a student is found to be in breach of the digital device policy, a number of consequences may be actioned by Newcastle High School. In cases of bullying, harassment or threatening behaviour, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police will be involved.

Breach of digital device policy when permission to use was granted by the teacher

If a student has been caught breaching the usage requirements when operating their digital device, the classroom teacher will instruct the student to put away the device and continue the class activity on paper or an alternative offline manner.

Breach of digital device policy when permission to use was *not* granted by the teacher

At the beginning of each lesson, classes will be informed whether the lesson is a digital lesson or not and/or display a sign indicating this. This will mean that all digital devices must be switched off and put away. This is the *first* warning.

If a student has been instructed to put a digital device away by their classroom teacher and does not follow the instruction, they will be asked to take their digital device to the Deputy Principal (DP) where it may be collected at the end of the day.

1. When a student is asked to take their digital device to the DP for the *first* time in a term:
 - 1.1. The teacher will report the incident in Sentral as an offence and apply an appropriate consequence.
 - 1.2. The teacher will contact the student's parent/carer to inform them of the offence.
 - 1.3. The DP will confiscate the digital device for collection at the end of the day.
2. When a student is asked to take their digital device to the DP for the *second* time in a term:
 - 2.1. The teacher will report the incident in Sentral as an offence and apply an appropriate consequence.
 - 2.2. The teacher will contact the student's parent/carer to inform them of the offence.
 - 2.3. The DP will confiscate the digital device for collection by a parent at the end of the day.
 - 2.4. A parent must arrange a suitable time with the DP to collect the device.
 - 2.5. The student will receive a formal interview with the DP and may be issued a suspension warning.
3. When a student is asked to take their digital device to the DP for the *third* time in a term:
 - 3.1. The teacher will report the incident in Sentral as an offence and apply an appropriate consequence.
 - 3.2. The teacher will contact the student's parent/carer to inform them of the offence.
 - 3.3. The student is banned from bringing a digital device to school for the rest of the term. Alternatively, they may be required to sign their phone in at the beginning of every day.
 - 3.4. The HT Computing Studies may suspend the student's access if it is deemed necessary.
 - 3.5. The student may receive a suspension for continued disobedience.

If a student has been asked to take their device to the Deputy Principal and the student does not follow the direction, the teacher needs to notify their HT, send the student to the HT if practicable, and record



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the incident on Sentral. If the student refuses to follow these instructions, the DP should be contacted immediately.

If a digital device is confiscated, it must be turned off by the student. The DP will collect and the front office will store the device in the school safe. Parents or caregivers must arrange a suitable time at the end of the school day, or when student is leaving for the day, to collect.

**See the appendices at the end of this document for diagrams of the above procedures.*

[Breach of privacy policy through use of non-sanctioned DoE account on a digital device](#)

If a student has been caught using an account other than the one issued by the Department of Education (DoE) in order to access alternative or restricted content, the classroom teacher will instruct the student to put away the device and continue the class activity on paper or some alternative offline manner, and refer the student to the Head Teacher Computing Studies.

1. If a student is using an account other than the one issued by the DoE for the *first time*:
 - 1.1. The classroom teacher will issue a detention.
 - 1.2. A warning is recorded against the student in Sentral as a first offence.
2. If a student is using an account other than the one issued by the DoE for the *second time*:
 - 2.1. The HT Computing Studies will suspend internet access and use of digital devices across the school for two weeks.
 - 2.2. The HT Computing Studies will issue a HT lunchtime detention.
 - 2.3. The student will receive a formal interview with the DP and a suspension warning.



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Key Terms

Bring your own device is a program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services [policy](#). Schools retain discretion to determine the specifications of personal devices to be used at school.

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 a 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

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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.



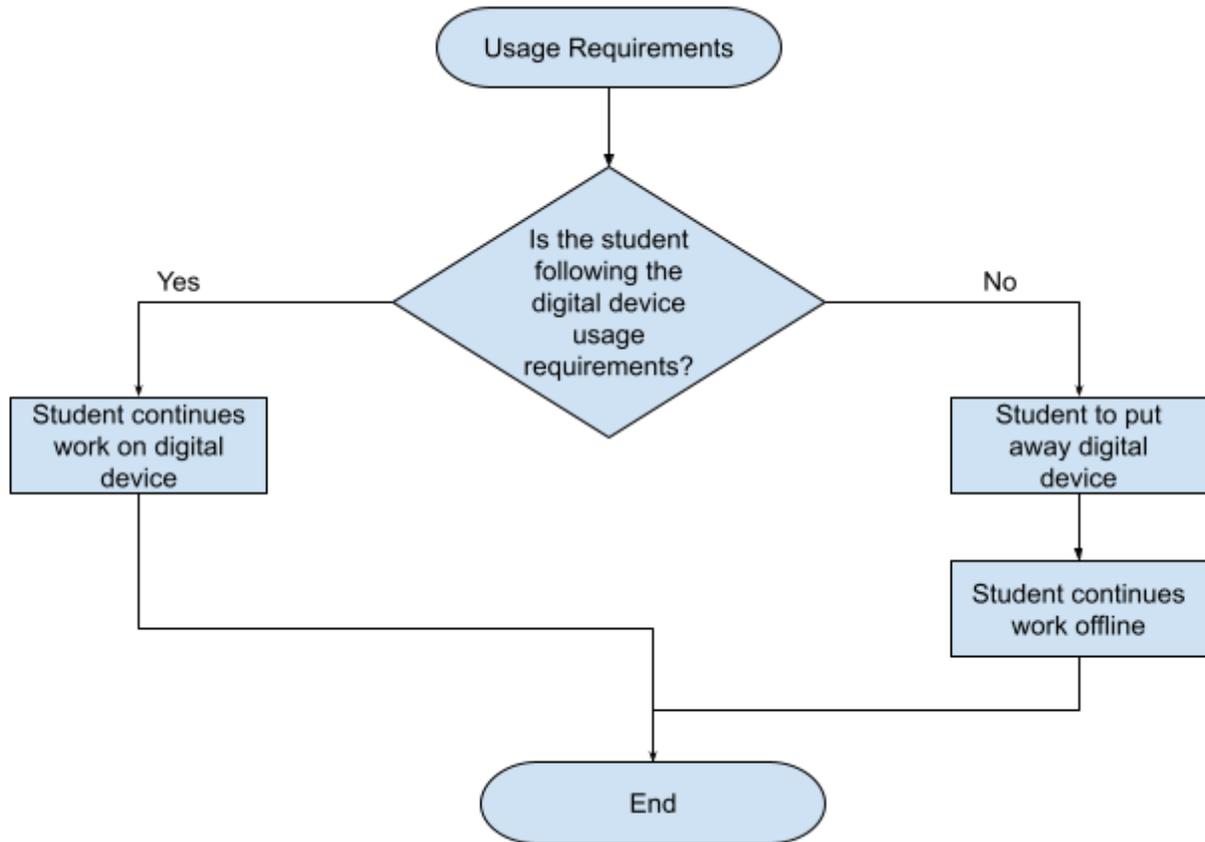
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Appendix 1

Breach of digital device policy when permission to use was granted by the teacher





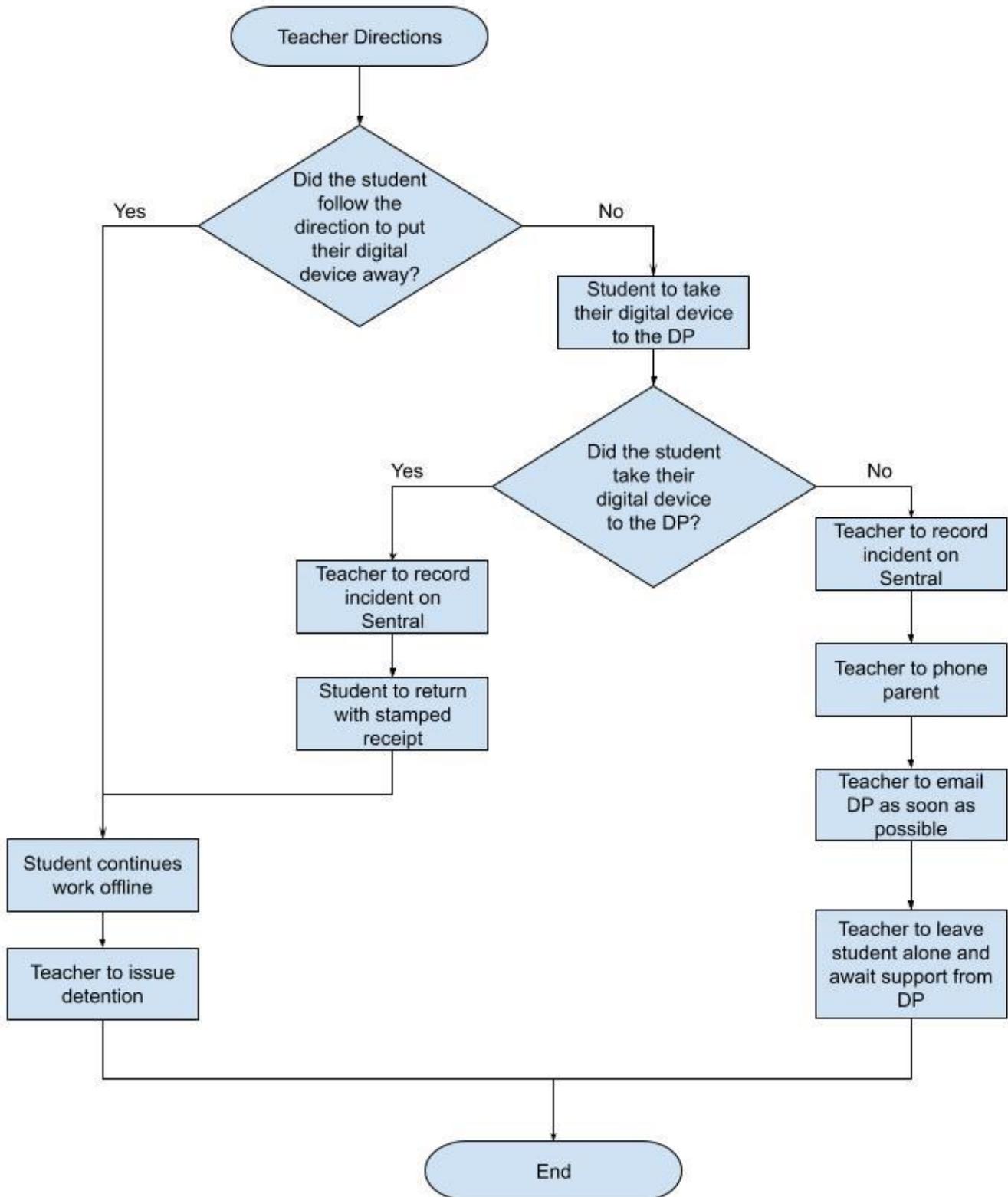
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Breach of digital device policy when permission to use was not granted by the teacher

Teacher Responsibilities





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Breach of digital device policy when permission to use was not granted by the teacher

Deputy Principal Responsibilities

