School procedure and acceptable use form

## <Insert school logo>

<Schools may adapt this template to develop a procedure for acceptable use of personal digital devices.>

# School procedure

Schools must provide parents with a copy of their procedure for the acceptable use of personal digital devices at school. Parents must keep the school procedure section of this form for their records.

## Introduction

<School name> manages personal digital device usage in its educational environments through a whole-school approach to student wellbeing and positive behaviour and has a <Responsible use or Restricted use or Switched off and securely stored> procedure in place.

<Delete options not selected

Responsible use permits students to bring their personal digital devices to school and use them in the educational environment during the school day, in line with the school-based procedure on acceptable use.

Restricted use permits students to use personal digital devices in certain year levels and at certain times during the school day in the educational environment.

Switched off and securely stored means devices that are brought into the educational environment are turned off and not accessed, seen or heard at any time during school hours and are electronically or physically secured.>

Educational environments include school premises, such as school buildings and school grounds, and during school excursions, camps, extracurricular activities and other school organised functions.

Personal digital devices include, but are not limited to, mobile phones, smart watches, tablets, laptop computers, music and video players, still and video cameras, voice recorders, instant messaging services, digital assistants, handheld games, smart devices and similar.

## Responsibility

<School name> acknowledges that personal digital devices may be used as a safety measure out of school hours for children who travel alone, on public transport or commute long distances to school. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted appropriately.

Parents are responsible for the decision to provide a personal digital device to a child. Parents should be aware when their child is taking a personal digital device to school.

Students who bring personal digital devices to school are responsible for the devices and must follow <school name’s> procedure for the use of personal digital devices.

Adults from the school community must model the behaviours of the <Responsible use or Restricted use or Switched off and securely stored> procedure to ensure a consistent approach across the school’s educational environments.

The school community, including school staff, parents and students, are responsible for protecting the safety and wellbeing of all when using personal digital devices and online or electronic communication.

<School name> accepts no responsibility for any digital device owned by students and brought into the educational environment <provide details of school’s risk and liability for personal property>. Examples include:

* lost, missing or damaged personal digital devices in the educational environment
* students who lose or cannot locate their personal digital devices while travelling to and from the educational environment.

Personal digital devices found at <school name> should be handed to the front office reception.

## Acceptable Use

In line with <school name’s> <Responsible use or Restricted use or Switched off and securely stored> procedure, the following is considered acceptable use <provide details of what is considered acceptable use. Examples include:

* students will display courtesy, consideration and respect for others whenever they are using personal digital devices
* students will not disrupt the normal routine of the school and personal digital devices will be <for example, switched off, on silent, securely stored or any other way determined by the school> during school time
* students will activate ‘aeroplane mode’ on their smart watches, and other similar devices, disabling the sending or receiving of phone calls and messages during school hours which could cause disruption to student learning
* students must use the various functions of personal digital devices, for example, cameras, internet, music and video players, appropriately and only display acceptable images
* students are permitted to use personal digital devices at <specify appropriate times and places for the use of personal digital devices>
* when not in use, personal digital devices will be securely stored <where>.>

## Unacceptable Use

In line with <school name’s> <Responsible use or Restricted use or Switched off and securely stored> procedure, the following is considered unacceptable use <provide details of what is considered unacceptable use. Examples include:

* students with personal digital devices must not engage in personal attacks, harass another person or post private information about another person, take or send photos or objectionable images or engage in phone calls or cyberbullying through online or electronic communication
* personal digital devices are not permitted to be taken to <for example, school camps, excursions or other school organised functions>.>

## Consequences

Students using personal digital devices inappropriately at <school name> will face consequences and disciplinary action as stated in the <school name’s> behaviour management plan and decided by the principal.

## Monitor and review

<School name> will monitor the effectiveness of its <Responsible use or Restricted use or Switched off and securely stored> procedure and will conduct periodic reviews. <School name>, as directed by the principal, will communicate and consult with the school community when reviewing or changing its procedure for the use of personal digital devices.

School procedure and acceptable use form

# Parent and student acceptable use sign-off

Schools are responsible for maintaining adequate records and must keep the signed parent and student acceptable use sign-off section of this form for their records.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| <School name> Personal digital devices in educational environments procedure | | | | | |
| Consultation completed | Y/N | | Date | |  |
| School representative body endorsed | Y/N | | Date | |  |
| Principal approved | Y/N | | Date | |  |
| Review date |  | | | | |
| Parent and student sign-off <delete this section if not needed or there is an exemption> | | | | | |
| I have read and understand the <Responsible use or Restricted use or Switched off and securely stored> procedure for the acceptable use of personal digital devices at <school name>.  <Delete options not selected  For Responsible use –  I give my child permission to bring their personal digital devices to school and use them during the school day, in line with the school-based procedure on acceptable use.  For Restricted use –  I give my child permission to bring their personal digital devices to school and use them, at the times permitted by the school during the school day, in line with the school-based procedure on restricted use.  For Switched off and securely stored –  I acknowledge that if my child brings personal digital devices to school, they must not be accessed at any time during school hours and must be electronically or physically secured, in line with the school-based procedure on switched off and securely stored use.  I understand that my child will be responsible for ensuring that all personal digital devices are used appropriately and correctly while under the school’s supervision, and that the responsibility for the personal digital device is mine and my child’s.  I understand this form will be kept on file at the school.  For a child living independently, as defined under section 10 of the *Education Act 2015* (NT), no parent signature is required and the child living independently accepts responsibility for the above. | | | | | |
| Parent name |  | | | | |
| Parent signature |  | | Date | |  |
| Student name |  | | | | |
| Student signature |  | | Date | |  |
| Exceptions <delete this section if not needed or if parent and student sign off is used> | | | | | |
| <Principal name>, principal of <school name> and the parent of a student or a child living independently attending the school, have a negotiated arrangement in place relating to the use of personal digital devices in the educational environment. | | | | | |
| Arrangement details: | | | | | |
| Signature of principal |  | | | | |
| Name of parent or child living independently |  | | | | |
| Signature of parent or child living independently |  | Date | |  | |
| Student name, if not a child living independently |  | | | | |

# Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that every students’ right to privacy is maintained. For more information, go to the Department of Education’s Policy and Advisory Library and read the Privacy Policy.