	Acceptable Use of Digital Devices and Online Services: Students		
HUNTER TRADE COLLEGE SKILLS • ETHICS KNOWLEDGE ABN: 49 119 150 159 RTO: 91287	Version: 2 Date: 30.06.2021	Approved: CEO Date: 30.06.2021	
	Author: M Gleeson	Next Review: June 2024	
	Administered: CEO	Signed: *Gleeson*	

1.   Purpose

This policy and procedures guide student use of digital devices and services at Hunter Trade College.

We acknowledge the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. However, we also recognise that they may cause harm if misused. Therefore, we need to help our students to use them in safe, responsible and respectful ways.

2.   Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services. It sets out the shared responsibilities of College staff, students and parents and carers. The procedure 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 College-related settings. These settings include classrooms and workshops, recreational and parking areas, work placement and other College-related activities. The conduct expectations apply outside the College where there is a clear and close connection between the College and student behaviour.

This procedure covers the use of College and personal digital devices and all online services.

3.   Definitions and Acronyms

Term	Meaning
College-related settings	include College grounds, College-related activities, at College work placement and outside of College where there is a clear and close connection between the College and the conduct of students. This connection may exist in situations where: • there is a discussion about College taking place outside of College hours; • a student is wearing their College uniform but is not on College premises; • a relationship between parties commenced at College; • students are online in digital classrooms; and • online contact has consequences at College and duty of care requires the College to respond once a person reports an incident.

Term	Meaning
College staff	refers to College personnel who have responsibility for implementing policy and the College digital devices and online service procedure. College staff includes the Chief Executive Officer (CEO), senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by the College.
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, digital music players, smartwatches, smartphones, portable gaming devices, digital cameras, video cameras and other devices.
educational purpose	is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
image-based abuse	occurs a person distributes or threatens to distribute intimate, nude or sexual images without the consent of those pictured. Image-based abuse includes real, altered and drawn pictures and videos and 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. Online services include 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.
the College	Hunter Trade College

4.   Responsibilities and obligations

Who	Guidelines
Parents and carers	• Recognise their role in educating their young person and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services. • Support implementation of the College procedure, including its approach to resolving issues.

Who	Guidelines
	• Take responsibility for their young person's use of digital devices and online services at home, such as the use of online services with age and content restrictions. • Communicate with College staff and other College community members respectfully and collaboratively. • Switch off or put their digital devices on silent at official College functions and during meetings with College staff.
Students	• Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same. • Respect and follow College rules and procedures and staff decisions, knowing that other schools may have different arrangements. • Communicate respectfully and collaboratively with peers, school staff and the school community and behave within the Student Code of Conduct. • Report any inappropriate conduct they experience or see occurring to others in the workplace. • Read, sign and comply with Acceptable Use of Digital Devices and Online Services: Students Agreement

Chief Executive Officer and teachers	• Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services by:
	    o establishing agreed classroom/workshop expectations for using digital devices and online services, in line with this policy and procedure.
	    o identifying strategies to ensure that all students can engage in classroom activities, including accommodating students without a digital device.
	    o reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
	    o 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.
	• Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by College procedures and any statutory and regulatory requirements by:
	    o reporting the creation, possession or distribution of indecent or offensive material to the Chief Executive Officer and consider any mandatory reporting requirements.
	    o working with the Chief Executive Officer and the Office of the e-Safety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
	    o following the College's disciplinary procedures when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
	• where appropriate, support parents and carers to understand strategies that promote their young person's safe, responsible and respectful use of digital devices and online services.

Who	Guidelines
	• participate in professional development related to the appropriate use of digital devices and online services.
Support staff, volunteers and contractors	• Be aware of the College'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.

5. Procedures

5.1 Acceptable use of digital devices

Teachers and other staff will regularly remind students about the appropriate use of digital devices.

Students can only use a mobile phone or device in a classroom with the teacher's permission for educational purposes such as internet research or listening to music using headphones. Permission applies only during individual work and as approved by the teacher.

5.2 Unacceptable use of digital devices includes:

- Accepting or making phone calls during class time without the teacher's permission.
- Using a personal digital device during assessments or examinations in breach of assessment procedures.
- Bullying, intimidating or harassing others through text messaging or through image-based abuse, including photographic, video or other data transfer system available on the device.
- Downloading, uploading or accessing inappropriate material such as child abuse, pornographic or other offensive material.
- Filming fights or criminal behaviour that occur at College, during College-related activities or when travelling to and from College-related activities.
- Recording or filming conversations or lessons without the knowledge and permission of the teacher or those involved in the conversation.
- Using a device or online service in a way that disrupts an individual's learning or is likely to disrupt the learning environment for others or interfere with the College's operation.
- Using a device or online service that is in breach of any law.
- Using a device or online service to threaten the safety or wellbeing of any person.
- Using a digital device in any College workshop or whilst undertaking learning or tasks at work placement.

5.3 Exemptions

Students may use digital devices during recess and lunchtime.

Teachers and staff must permit a student to use a digital device during class time if the student requires the digital device or online service for medical reasons. In addition, the CEO may authorise a reasonable adjustment as part of an Individual Education Plan for a student to use a digital device. These are not considered exemptions.

Exemptions to any part of this procedure may apply to some students in some circumstances. For example, parents and carers, the College counsellor, or the student themselves may request an exemption for situations such as maintaining family connection during difficult circumstances. The CEO will consider exemption requests on a case-by-case basis and grant exemptions when required by law or at their discretion. The exemption may be ongoing or for a specific period.

5.4 Consequences for inappropriate use

In addition to potential action taken by the College, in some instances, a student's inappropriate use of a digital device or online service may breach the law. In these cases, the CEO may report such breaches to the police and confiscate the device pending police advice about follow up action.

When a student misuses a digital device:

- For the first misuse, the teacher will remind the student to turn off the device and put it away.
- Repeated misuse may lead to the teacher confiscating the device and storing it in a secure place until the end of the lesson.
- A trade teacher may issue a safety breach for the use of a digital device in a College workshop.
- The College may contact parents/carers for agreement to have the student hand in their mobile phone to designated staff at the beginning of the College day for collection by the student at the end of the day.
- Repeated refusals to comply with the College policy and procedures constitutes persistent disobedience. Therefore, repeated refusals may lead to a formal warning of suspension and or a short suspension as per the College Student Discipline Policy.

5.5 Contact between students and parents and carers during the day

During scheduled class and workshop hours, the College expects parents and carers only to contact their young person via the school office.

5.6 Complaints

If a student, parent or carer has a complaint under this procedure, they should follow our College complaint process.

6. Related Policies and Agreements

- Acceptable use of Computers and/or IT Equipment Policy_Student
- Acceptable Use of Digital Devices and Online Services Agreement
- Code of Conduct Policy_Student
- Discipline Policy_Student

7. Review

The College will review this policy and procedure every three years, or at any time when changes become necessary.

ABN: 49 119 150 159
RTO: 91287

Student name:	

I agree to the safe, responsible and respectful use of digital devices and online services at Hunter Trade College, including at work placement and during College-related activities.

Devices include desktop computers, laptops, tablets, digital music players, smartwatches, smartphones, portable gaming devices, digital cameras, video cameras and other technology devices.

Online services include any software, website or application that can gather, process or communicate information.

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

When I use the College's computers, online services, other digital resources or my personal devices, I agree to:

- o take care with the College-owned devices so that other people can use them after me.
- o only use College devices and online services for learning purposes.
- o respect and protect the privacy, safety and wellbeing of others.
- o not share anyone else's information.
- o ask permission before I take a photo or video of someone, including from the person and a teacher.
- o not harass or bully other students, school staff or anyone; this includes cyberbullying using a digital device or online service.
- o not search for, 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.
  - a virus or other harmful software.
- o let my teacher or other responsible adult know if I find anything online that is suspicious, harmful, inappropriate or makes me uncomfortable.
- o only use digital devices and online services in the ways agreed to with my teacher.
- o only access appropriate content and websites, including using the College's filtered network and personal, unfiltered networks.
- o not use online services to buy or sell things online, gamble, or do anything that breaks the law.

- never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
- not disconnect, damage or dissemble any College computer hardware.

I understand that everything I do on the College's network is monitored and can be used in investigations, court proceedings, or other legal reasons.

I understand that I may face disciplinary actions if I breach acceptable use standards, such as:

- suspension of access to the computer system for a period.
- disciplinary action up to and including suspension from College.
- referral to relevant external authorities, including police.

I agree to pay for the repair or replacement of equipment or software damaged due to my actions. The College will invoice me or my parents/carers for these costs.

I agree that my mobile phone and digital device use will always comply with the Student Acceptable Use of Digital Devices and Online Services Policy.

I understand that the College will not compensate me for the loss, theft, or damage to my personal devices.

Student signature:	
Date:	