





Procedures within an indoor or outdoor classroom setting

• The classroom teacher will follow their classroom management procedures and direct that the digital device is to be used solely for the activity as outlined by the teacher.

• Teachers



For the Principal and teachers

Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:

- Â Establishing agreed classroom expectations for using digital devices and online services with this procedure and departmental policy.
- Â Identifying strategies to ensure that all students are able to engage in classroom activities, including strategies to accommodate students without a digital device.
- Â Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Â Model appropriate use of digital devices and online services in line with departmental policy.
- Â 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:
 - í 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.
 - í Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image based abuse.
 - í Following the school's Behaviour Management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
 - í If feasible, and particularly as issues emerge, support parents/carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
 - í 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.

Communicating this procedure to the school community

This information will be presented to all currently enrolled students.

Parents and carers will be advised via email annually. This policy will also be available electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or



Appendix1: Keyterms



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 or other responsible adult for help if anyone online asks for your personal

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3 Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the author of any material.





Agreement for the Use of Electronic Devices at THS

This agreement must be read in conjunction with the Turramurra High School Student Use of Digital Devices and Online Services Policy [including mobile phones]

Turramurra High School provides students access to computers as a means of enhancing their education. Students are also able to use their own devices while at school for educational purposes. This revised agreement replaces the existing Agreement for the Use of Computers and the Internet.

The school retains the right to control the way computer resources are used. Students must understand the limitations the school imposes on their use of computer resources while at school. Students using personal and school devices at school are required to read and agree to abide by the guidelines detailed in this agreement.

Agreement:

- i. We have read the following pages of the Agreement for the Use of Electronic Devices at THS