



PERTH MODERN SCHOOL
Exceptional schooling. Exceptional students.

STUDENTS ONLINE GUIDELINES AND PROCEDURES

PURPOSE

To provide clear and current guidelines for the safe, responsible, and educational use of online services by students at Perth Modern School. These procedures align with the [Students Online in Public Schools Procedures](#) as set by the WA Department of Education and are informed by best practice advice from the [eSafety Commissioner](#).

SCOPE

This document applies to all students accessing Department-provided or school-approved digital technologies and online services as part of their learning at Perth Modern School.

IMPLEMENTATION AND COMPLIANCE

The Principal and School Administrators are responsible for implementing the Department of Education Students Online in Public Schools Policy.

This includes:

- **Consent and acceptable use agreements:** Prior to accessing services, students and their parent/carer must sign the Perth Modern version of the Online Services Acceptable Use Agreement (Appendix E). This document outlines expectations for behaviour, privacy, and the consequences of misuse. This agreement will be completed via the online Enrolment Form.
- **Student misuse and breach of acceptable use**
 - Student use of online services is monitored by school and Department systems. All breaches or unsafe behaviour will be managed in accordance with the Student Behaviour in Public Schools Policy.
 - Students are encouraged to report harmful or unsafe content or interactions to a staff member or parent/carer immediately. The school follows a defined process for managing digital incidents including restorative conversations, counselling, and where necessary, suspension of services.
- **Student Personal Security:** Online services are provided to enhance students' learning, collaboration, and engagement in a safe and controlled digital environment.
- **Responsible Online Practice:**
 - Perth Modern integrates online safety awareness into curriculum delivery, utilising current materials from the [eSafety Commissioner](#) to teach about digital rights, respectful communication, and cyber safety.
 - Students are expected to demonstrate respectful and responsible digital conduct in line with school values and WA Department of Education policies.
 - Student use of online services is monitored by school and Department systems. All breaches or unsafe behaviour will be managed in accordance with the Student Behaviour in Public Schools Policy.
- **Personal information, privacy and confidentiality:** Students must protect personal information and use secure passwords, and are discouraged from sharing identifiable information online.
 - Perth Modern integrates online safety awareness into curriculum delivery, utilising current materials from the [eSafety Commissioner](#) to teach about digital rights, respectful communication, and cyber safety.

PERSONALLY OWNED DEVICES (POD) AND BRING YOUR OWN DEVICE (BYOD)

Appropriate use of devices can enhance the educational experience for students and aid learning. When used appropriately devices offer students and parents' advantages in terms of ease of communication and personal safety after school hours. The Student Mobile Phones in Public Schools Policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day, and requires students to put their smart watches in 'aeroplane mode'.

Expectation of Students

- Users of devices are expected to display courtesy, consideration and respect for others whenever they are using such a POD or BYOD.
- Devices should not be used in any manner or place that is disruptive to the normal routines of the school or to other people.
- Devices for classroom use must be brought to school fully charged and in working order.
- Before arriving on campus mobile phones and ear buds/headphones, must be switched off and away until the student departs the campus at the end of the school day.
- Mobile phones and earbuds/headphones may be used under the instruction of the teacher for a specific educational purpose.
- Smart watches are to be placed in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- The use of a device and its embedded camera or video recording may only occur with the express permission and supervision of the classroom teacher for curriculum purposes.
- Using cameras without the knowledge and/or permission of those being filmed is an invasion of privacy and is not permitted.
- Gaming during school time is not permitted.
- The use of VPNs to bypass the Department of Education safety protocols while using their services is not allowed

CONSEQUENCES OF MISUSE

The school will determine whether inappropriate use of devices or online services has occurred and act in accordance with the Student Behaviour Policy where there is a breach of acceptable use. Where there is a serious breach of this policy, which is potentially criminal in nature, the Police will be notified.

Reporting Misuse

In the first instance approach a parent, staff member or the Associate Principal Student Services.

If you make a mistake:

- Be sure to correct any mistake you make immediately and make it clear what you have done to fix it.
- Apologise for the mistake if the situation warrants it.
- If it is a significant mistake (eg. exposing private information or reporting confidential information), please let the Associate Principal Student Services know as soon as possible so the school can take the proper steps to help minimise the impact it may have.

Misuse of Devices

The student who owns the device will be held responsible for its use.

Any breaches of this policy will result in the device being confiscated and delivered to the Program Coordinator Student Services Manager. Students will need to see the Program Coordinator Student Services to collect the device at the end of the day.

For serious breaches of this policy, parents will be notified, and they will need to collect the device from the Associate Principal Student Services. The Police may be notified.

RELATED DEPARTMENT POLICIES

[Child Protection in Department of Education Sites](#)

[Duty of Care for Public School Students](#)

[Incident Management on Department of Education Sites](#)

[Cyber Security](#)

[Intellectual Property](#)

[Student Behaviour in Public Schools](#)

[Software Use](#)

[Telecommunications Use](#)

[Students Online in Public Schools](#)

[Student Mobile Phones in Public Schools](#)