NSW Department of Education

Clovelly Public School

Digital devices and online services plan

Purpose and scope

This plan outlines our school's approach to managing student use of digital devices and online services to ensure safe, responsible and respectful use of these. It covers student use of digital devices and online services in school-related settings, including both school-provided and personal devices and services.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

For mobile phone management, see the [Student Use of Mobile Phones in Schools](#) policy.

Definitions

Term	Definition
Digital devices	include laptops, tablets, wearable technology (such as smartwatches and headphones) and other devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services
	For mobile phone management, see the [Student Use of Mobile Phones in Schools](#) policy.
Educational purposes	any use approved by school staff that supports student learning, wellbeing and educational outcomes
Online services	include digital classrooms, chat and messaging, online games, virtual reality, interactive online learning activities, social media and other online spaces
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, such as excursions and camps. This connection 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

Our school approach

Using digital devices and online services for educational purposes

NSW primary schools must restrict the use of digital devices by primary school students during class, at recess and at lunch unless: use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan.

The school acknowledges that mobile phones and digital devices, including smart watches, may provide students travelling to and from schools with a degree of security. All digital devices must be kept stored in school bags and not accessed during the school day. Students bring digital devices to the school at their own risk – schools will not accept any responsibility for loss or damage to digital devices.

To help students demonstrate their responsible use of technology, schools may require students to read and sign a student agreement that outlines the school expectations around appropriate, and inappropriate, use of technology. In signing, students acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement. See Appendix 2: What is safe, responsible and respectful student behaviour?

For mobile phone management, see the For mobile phone management, see the Student Use of Mobile Phones in Schools policy.

Inappropriate use of digital devices and online services

Please refer to the Clovelly Public School Behaviour Support and Management Plan which outlines procedures to address inappropriate behaviour.

If students and staff repeatedly engage in activities, using the school's ICT network, that result in copyright infringement then the department may suspend ICT network access privileges.

Medical or wellbeing exemptions to digital device use

Exemptions to this plan may apply to some students, and will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Reasonable adjustments for students with disability

Some students require reasonable adjustments to their learning and support needs under the Disability Standards for Education 2005. A disability may include a medical condition impacting a student.

Principals must consult, as appropriate, the student, and their parents or carers, and any external service providers as needed, in determining the adjustments for the student. Reasonable adjustments may include access to digital technologies to participate in the education on the same basis as a student without disability. This may need to be documented as part of an existing student learning plan, as determined by the principal.

Our communication approach

Students will be informed about this approach through class discussions and stage assemblies.

Parents and carers will be informed:

- through the school newsletter
- on the school website
- via the SENTRAL Parent Portal.

Handling complaints

If a student, and parent or carer has any complaints relating to this strategy, the first step is to follow the school's complaints process. If the issue cannot be resolved, they should access the Making a complaint about our schools guide.

The department's Complaints Handling policy also provides further information and support for both the school community and staff.

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 information, wants to meet you or offers you money or gifts. • Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable. • Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE
• Follow all school rules and instructions from school staff, including when using digital devices and online services. • Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law. • Take care with the digital devices you use: make sure the devices are fully charged each day and are stored appropriately when not in use; take care with the school-owned devices you share with others, so that other people can use them after you. • Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL
• Respect and protect the privacy, safety and wellbeing of others. • Do not share anyone else's personal information. • Get permission before you take a photo or video of someone, including from the person and from a teacher. • Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service. • Do not 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; and/or a virus or other harmful software.

Student declaration

When I use digital technologies, I **communicate respectfully** by:
- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online

might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:
- discussed ways to be a safe, responsible and ethical user of digital technologies
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.
I understand that all mobile phones and digital devices, including smart watches, must be kept stored in school bags and not accessed during the school day and that Clovelly Public School will not accept any responsibility for loss or damage to digital devices.

Student Signature _____ Date: _____

I have discussed the content of this form with my child and explained the importance of being a safe, responsible, and ethical user of digital technology.

Parent Signature _____ Date: _____