NSW Department of Education

Barham 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

Barham Public School provides a range of digital devices for student to use in the context of their classroom learning, under teacher supervision. Devices are not used by students before school, during recess and lunch or after school, unless the activity is supervised and has an educational purpose.

It is recognised that some students use digital devices, including mobile phones, during their travel to and from school. Barham Public School does not provide storage options for devices students bring to school for educational or personal use. They remain with the student's property. Any student bringing their own device to school does so at their own risk. The school is not responsible for loss or damages.

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

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.

- – Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
  - – Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
  - – 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 in line with departmental policy.
- 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:
  - – 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.
  - – Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - – 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.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- 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.

Inappropriate use of digital devices and online services

<Describe your school's approach to this. Outline who has responsibility for what action. A link to your school's existing behaviour management plan may be all that is required. See sample text below in relation to staff and student responsibilities around copyright.>

Barham Public School's wellbeing and discipline procedures will be followed when dealing with student behaviour. If a student produces a personal device without permission to retrieve the device, they are asked to return it to their school bag and their parents are informed of the presence of the device at school. The school may store the device securely in the safe until the end of the school day when the parent or student can collect it if this is considered necessary to restrict further student access. Students with apple watches must have the phone service deactivated during school hours.

Where it is believed the student has used the device inappropriately, the following actions may be taken:

- requiring students to hand in their device to designated school staff for storage in the school safe for parent collection
- applying student disciplinary provisions
- reporting the matter to the police

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.

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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.

The principal will 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 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 <specify mechanism>.

Parents and carers will be informed:

- through the school newsletter
- on the school website <link>
- <any additional methods, for example, in hardcopy at the school's administration office>.

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.

Changes since previous update <optional>

Last updated	Description of changes	Approved by
<DD Month YYYY>	<Describe the changes as concisely as possible>	<Approver title>

Changes since previous update <optional>