NSW Department of Education

Jamisontown 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

This plan sets out the shared responsibilities of school staff, students and parents and carers. It 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 school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Students are asked not to bring digital devices to school. This is a decision made in consultation with the school community. Digital devices brought to school are confiscated until the student's parents/carers can attend a meeting to discuss the breach of the school plan. The school is responsible and liable for the confiscated devices. Some exemptions to this rule apply.

Responsibilities and obligations

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, **JPS Technology Code of Conduct** 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 (https://education.nsw.gov.au/public-schools/going-to-a-public-school/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; and 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; and 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.

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

- The teacher or principal arranges a meeting with the student's parent or carer.

- The student's digital device is confiscated by a staff member.

- Confiscated devices are handed in to the school office and can be collected at the end the day.

- Possible consequences, including Reflection Room, in line with the school's behaviour flow-chart.

- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

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 <specify mechanism>.

Parents and carers will be informed:

- through the school newsletter

- on the school website: https://jamisonton-p.schools.nsw.gov.au/
- P&C and staff meetings
- E-mail updates
- Jamisontown PS Technology Code of Conduct

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.

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Last updated	Description of changes	Approved by
7/4/2025	Version 1	Jason Clarke - Principal

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