

Cringila 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

At Cringila Public School, students have access to digital devices provided by the school for educational use. The use of these digital devices is supervised by the teacher. Our school restricts 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.

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

Bring your own device program

Occasionally throughout the year, students may have the opportunity to bring in a device from home, (BYOD). These devices will be handed in and stored in the office until they are required by the student. They will be only used for educational purposes.

If a student brings a mobile to school, they must hand their phones into the office upon arrival at school. Students collect their devices, from the office, at the end of each day.

We define digital devices for the purpose of this procedure as electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Inappropriate use of digital devices and online services

Cringila Public School digital devices and online services Code of conduct

1. Follow school rules for online device use.
2. Use only for educational purposes.
3. Report any misuse or inappropriate online behaviour.

Cringila Public School rules for online device use:

- The 'Code of Conduct for digital device use and online learning' agreement must be signed and returned before any device is used at school.
- Student owned devices must remain in the office when not being used by students.
- Digital devices are only to be used under teacher supervision.
- All screens must be visible to the teacher.
- Playing music whilst learning (on headphones or speakers) is not permitted.
- Students should be clearly aware of what the device is being used for, what internet sites can be visited and what they are able to download. If in doubt, ask the teacher.
- All work produced online must be educationally based, purposeful, original and of high quality.
- Online activity is monitored.
- Consequences for any misuse of digital devices will be applied by teachers.

The student is reminded of our Positive Behaviour for Learning (PBL) expectations of being; safe, respectful and responsible with digital devices. Consequences for not following these expectations may include:

- A warning from a teacher or other staff member.
- The student being referred to the Assistant Principal or Principal.
- A meeting arranged with the student's parent or carer.
- The student's digital device being confiscated by a staff member.
- 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.

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 annual classroom conversations.

Parents and carers will be informed:

- Through the school newsletter
- On the school website <https://cringila-p.schools.nsw.gov.au/>
- A 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.

Appendix 1: Key terms

Bring your own device is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

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. 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.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

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 filtersettings.

Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
 - Make sure devices are stored appropriately when not in use.
 - Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
 - Take care with the school-owned devices you share with others, so that other people can use them after you.
- 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.
 - Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- 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.



Appendix 3 - Code of Conduct for digital device use and online learning

This code applies to the use of digital devices and online activity using school or student owned devices.

Code of conduct

- Follow school rules for online device use.
- Use only for educational purposes.
- Report any misuse or inappropriate online behaviour.

School rules for digital device use

- The 'Code of Conduct for digital device use and online learning' agreement must be signed and returned before any device is used at school.
- Student owned devices must remain in the office when not being used by students.
- Digital devices are only to be used under teacher supervision.
- All screens must be visible to the teacher.
- Playing music whilst learning (on headphones or speakers) is not permitted.
- Students should be clearly aware of what the device is being used for, what internet sites can be visited and what they are able to download. If in doubt, ask the teacher.
- All work produced online must be educationally based, purposeful, original and of high quality.
- Online activity is monitored.
- Consequences for any misuse of digital devices will be applied by teachers.

Consequences for inappropriate online behaviour

The student is reminded of our Positive Behaviour for Learning (PBL) expectations of being; safe, respectful and responsible with digital devices. Consequences for inappropriate use of digital devices may include:

- A warning from a teacher or other staff member.
- The student being referred to the Assistant Principal or Principal.
- A meeting arranged with the student's parent or carer.
- The student's digital device being confiscated by a staff member.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Kind regards,

Mrs Giles
Principal

Cringila Public School Code of Conduct for digital device use and online learning Agreement

I have read and understand the school code of conduct for digital device use and online learning and I agree to abide by the rules determined by Cringila Public School.



Student _____ Signature _____ Date _____

Parent _____ Signature _____ Date _____