

## Guildford West 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<br><br>For mobile phone management, see the <a href="#">Student Use of Mobile Phones in Schools</a> 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 |

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consequences at school and duty of care requires the school to respond once an incident is reported

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## Our school approach

### Using digital devices and online services for educational purposes

#### Phones stored in school office

Each day, students hand in their phones into the office. The school takes responsibility and liability for these devices. Students can collect their devices, from the office, at the end of each day.

#### Signed student agreement

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.

#### Usage of Digital Devices

Digital devices can be used in class when class teacher and RFF teacher are present. When class teacher is absent, no use of digital devices other than teacher accessing IWB.

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

#### Phones stored in school office

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#### Signed student agreement

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.

#### Usage of Digital Devices

Digital devices can be used in class when class teacher and RFF teacher are present. When class teacher is absent, no use of digital devices other than teacher accessing IWB.

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

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.

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://guildfordw-p.schools.nsw.gov.au/>
- 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  |
|------------------|-------------------------|--------------|
| 29 November 2024 | Updated to new template | Kerry Weston |