

NSW Department of Education

Minnamurra 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
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Our school approach

Using digital devices and online services for educational purposes

- Digital devices and online services are only to be used:
 - under direct teacher supervision
 - during class time
 - strictly for educational purposes only
- Digital devices and online services are NOT to be used:
 - Without teacher supervision
 - Under the supervision of casual teachers (unless approved by supervisor)
 - During regular outdoor lunch and recess breaks
 - During wet weather/indoor lunch and recess breaks
 - For free time
 - On a school bus
 - On an excursion
 - To contact parents, carers or friends during school hours

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

Bring your own device (BYOD) program

Minnamurra Public School does not currently support a Bring Your Own Device (BYOD) program for students to bring their own devices to complete their school work (eg laptop, chromebook, tablet).

Smartwatches

To ensure a focused and respectful learning environment, students are permitted to wear smartwatches during school hours. However, the following guidelines must be adhered to:

1. **Agreement Form:** Parents/carers must complete a Smartwatch Agreement Form (available through Schoolbytes Parent Portal) for their child to be allowed to wear their smartwatch at school.

2. **No internet access:** Smartwatches must be in offline mode and not connected to Wi-Fi or mobile networks while on school grounds.
3. **Distraction-Free:** Smartwatches must not be used for non-educational purposes during school time (8:30am – 2:55pm). This includes texting, social media, gaming, or browsing.
4. **Silent Mode:** All smartwatches should be set to silent or vibrate mode during lessons, to prevent disruption.
5. **Testing and Exams:** Smartwatches are not permitted to be worn during tests or exams. Students must leave their devices in a designated area.
6. **Respectful Use:** Students are expected to respect others' privacy and avoid using the smartwatch to record, take pictures, or engage in inappropriate communication.

Inappropriate use of digital devices and online services

The following are ways in which the school may respond to breaches of the digital devices policy, the severity of the breach will impact the school's response. In all cases, parents will be notified through a phone call and a Notice of Digital Device Infringement Letter:

- The student is reminded of Stop-Think-Act or another self-regulation technique.
- The student is given a warning from a teacher or other staff member.
- The student is referred to the Assistant Principal or Principal.
- The student's access to the school network is restricted.
- The teacher or principal arranges a meeting with the student's parent or carer.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Exemptions to digital device use

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedures the exemptions applies to. The exemption may be ongoing or for a certain time period.

The use of digital devices must be permitted if a student requires a digital device or online service at recess, lunch and/or during class-time for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered exemptions

Our communication approach

Students and Teachers:

- Classroom teachers will inform their students about the Student Use of Digital Devices and Online Services Procedures at the beginning of the year.
- Teachers will revise the procedures with their classes on a needs basis throughout the year.
- Teachers will display the three DoE posters titled "What Does it Look Like to Be Safe with Technology?", "What Does it Look Like to Be Responsible with Technology?", and "What Does

It Look Like to Be Respectful with Technology?” in the classroom as a quick reference guide for students.

Parents and Carers:

- As a part of the annual review process of this plan, the updated plan will be shared with parents and carers during a Term 1 P&C Meeting.
- This procedure can be accessed electronically via the school's website and in hardcopy (by request) at the front 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

Last updated	Description of changes	Approved by
25 Feb 2025	Updated existing policy to new template	Principal
