

Kincumber Public School

Digital Devices (including personal phones and wearable 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 and school plan.
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 (including personal phones/wearable devices) and online services for educational purposes

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Our school also acknowledges the use of personal phones and wearable devices for parents and carers to communicate with students out of school hours.

Personal phones/wearable devices

Personal phones/wearable devices (including smartwatches) are **'Off and away'** in classrooms. Once at school, phones/devices are to be turned off or on silent and kept in bags while students are in class. Students take full responsibility for their devices. The school or staff will not be responsible for their loss, theft or damage or for investigating loss or damage.

The use of personal phones/wearable devices is **ONLY** permitted before school, at recess or lunch-time, and during class-time, if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. Digital devices used as learning tools under the school's Bring Your Own Device (BYOD) Plan are covered under separate procedures.

1. Parents should advise the principal in writing that their child is in possession of a digital device eg smartphone or smartwatch and request that the child's name be recorded on a register and submit the attached agreement. By signing the document, both the parent and student agree to the conditions of use.
2. Once at school, phones/devices/smartwatches are to be turned off or on silent and kept in bags while students are in class. The use of any device must not disrupt the learning environment or interfere with the operation of the school. In the first instance, the student will be warned, asked to turn the device off and their name will be reported to the principal.
3. Students will be permitted to check devices during the lunchtime eating session in class and then turned off or have notifications silenced and placed back into their bags before entering the playground. At recess, students can check devices before going to the playground but must leave them in their bags.
4. If a breach of these conditions occurs more than once the device will be given to the principal and parents will need to collect the device from school. The phone will be turned off and kept in a secure storeroom.
5. Students must not lend a device to another student for use as a phone, for text (or picture) messaging or for use as a camera or video recording device. The student who owns the device will be held responsible for its use.
6. A mobile phone pass (to be shown at the request of school staff) will be issued by the principal or relieving principal to each student whose name is recorded in the register. Devices, in possession of students who cannot show their pass when asked, will be given to the principal and parents will need to collect the device from school. The device will be turned off and kept in a secure storeroom.
7. Parents and students must agree that it is the school's responsibility to contact parents in the event of illness, injury or behaviour incidents. Students are expected to continue the immediate reporting of incidents such as accident/illness or behaviour to teaching staff during school hours for their action. Students who use their device to contact parents in such instances will forfeit the right to have the pass.

8. Special conditions for the use of mobile phones/devices on overnight excursions will be developed and communicated to students prior to such excursions and may change depending on the circumstances of the excursion.

Digital devices for BYOD program using online services

Who has responsibility for what action

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

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 (<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.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

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 plan; 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 plan.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental plan 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 Plan 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 plan, 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.

Bring your own device program

Bring your own device (BYOD) is an optional program where parents or carers can provide personal digital devices for use at school. Personal devices are also covered under this policy.

Bring Your Own Device or BYOD program allows a student to bring a personally-owned technology device such as a tablet, netbook or laptop from home and use it to connect to the school's DoE Wi-Fi network. Devices must be primarily for learning and all users must submit a signed BYOD Student Agreement before accessing the Wi-Fi network.

Who has responsibility for what action.

While K – 2 and support class teachers decide whether they can support a BYOD program in their classrooms, and will advise this to parents early in the school year, all Stages 2 and 3 students can participate where parents and carers choose to provide a personal digital device

To ensure personal devices can support students' education needs, parents and carers should refer to these device specification requirements before purchase.

<https://education.nsw.gov.au/technology/forms-and-policies/policies/student-byod/recommended-device-specifications>

For students

- Comply with the safe, responsible and respectful expectations of the BYOD program (see Appendix 1).
- Be responsible for the security and safety of their own devices.

For parents and carers

- Provide protective cases/accessories to prevent accidental damage.

For the principal and teachers

- Monitor appropriate use of BYO Devices
- Provide secure storage of devices when not in use during the school day.

Inappropriate use of digital devices and online services

Inappropriate use of digital devices and online services will be managed under the School Behaviour Support and Management Plan and may result in suspension of 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 <specify mechanism>.

Parents and carers will be informed:

- through the school newsletter
- on the school website
- 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.

Appendix 1: [What is safe, responsible and respectful student behaviour?](#)

Be SAFE
<ul style="list-style-type: none">• 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.• Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
Be RESPONSIBLE
<ul style="list-style-type: none">• 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 the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support you

personal devices might need; make sure the devices you bring to school have the latest software installed and 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; and 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.

Changes Since Previous Update

Last updated	Description of changes	Approved by
31/01/2025	Combining school personal device and BYOD device plans Students no longer have permission to use/access a personal phone/smartwatch during school hours 8:20am – 2:40pm	Principal

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PARENT/CARER DIGITAL DEVICE AGREEMENT

I have read and understand the above information about appropriate use of digital devices/personal phone/wearable device at Kincumber Public School and I understand that this form will be kept on file at the school and that the details will be recorded on a register and may be used (and shared with a third party, if necessary) to assist to identify a device should the need arise (e.g. if lost, or if the device is being used inappropriately).

I give my child permission to have a digital device at school and understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

PARENT NAME (print): -----

Parent signature: -----

Date: -----

STUDENT NAME (print): -----

Device type/mode: -----

Mobile phone number: -----
(if applicable)

Student signature: -----

Date: -----