

Millthorpe 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.

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

- Students must not use digital devices during class, at recess and at lunch unless approved by the principal or teacher.
- Students must not use digital devices on excursions and at other school events such as camps, carnivals or special celebrations; on other educational sites such as during high school transition; during exams or other such spaces as determined by the principal or teacher.
- Digital devices and online services are to be used for educational purposes as directed by the principal or teacher. The principal or teacher has the right to revoke access at any time.
- If a student brings a digital device to schools, whether for personal or educational use, the school will arrange to have the device securely stored and at the end of the school day, students are able to collect their personal device prior to leaving school grounds. While in school care, we assume responsibility for any loss, theft or damage to a device. However, if a device is not handed in or is used before or after school hours, the school will accept no responsibility.
- For mobile phone management, see the [Student Use of Mobile Phones in Schools](#) policy.

Inappropriate use of digital devices and online services

- Where there is inappropriate use of digital devices or online services, the device is confiscated, or access is revoked to the online service. This is actioned by the teacher.
- The student is referred to the Assistant Principal supervising the stage, who notifies the principal.
- The assistant principal notifies the student's parent/carer
- Confiscated devices are stored securely in the school office and can be collected at the end the day.
- Undesirable online behaviour and cyberbullying on devices and online services, will be addressed using the Student Behaviour Policy.
- 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. A request should be made in writing to the principal.

Reasonable adjustments for students with disability

Some students require reasonable adjustments to their learning and support needs. A disability may include a medical condition impacting a student.

Principals, or their delegate, 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 periodically by their classroom teacher.

Parents and carers will be informed:

- through the school newsletter
- on the school website
- by requesting a hardcopy at the school's 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
10 September 2025	Change in format to align to the NSW DoE template Remove repeated information to create a plain English version	Penny Granger Principal