NSW Department of Education

Tweed Heads South Public School

Digital devices and online services plan 2024

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 and the Tweed Heads South Public School – Students use of Mobile Phones in Schools Management Plan.

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

Computer equipment at Tweed Heads South Public School is for educational purposes and allows students to collaborate, research, design, create and publish work in a variety of new formats. The goal in providing these facilities is to promote education excellence in teaching and learning in the 21st Century. In accordance with Department of Education policy, students must adhere to the following code of conduct and the following rules at all times.

The use of digital devices by primary school students (personal or provided) must be restricted during classroom, recess and lunch unless:

-    approved by a teacher or principal for an educational purpose,
-    the use forms part of a reasonable adjustment for student learning and wellbeing
-   an exemption has been granted for other reasons.

Principals, in consultation with their community, have discretion to make decisions about student use of digital devices in all other school related settings, including before and after school.

Student mobile phones must be handed into the office on arrival at school in the morning. Tweed Heads Public Schools procedure aligns with the mandatory NSW public primary school restrictions. If families need to get a message to their child throughout the day, they are required to contact our front office who will be happy to assist.

For mobile phone management, see the [Student Use of Mobile Phones in Schools](#) policy and Tweed Heads South Public School Mobile Phones in Schools Management Plan.

Inappropriate use of digital devices and online services

Level One Rules and Consequences:

-   Always treat equipment with care. This includes carrying laptops with two hands or in a case.
-   correctly charge my laptop at the end of each day.
-   inform an adult if I, or my peers, find something inappropriate on a computer.
-   not eat or drink while using computer equipment.
-   not store my drink bottle or food near my computer.
-   not delete or alter in any way the appearance, sound, history or set up on any computers, without permission.

A level one breach will result in an initial warning. A second breach will result in in class reflection area.

Level Two Rules and Consequences:

-   only touch and use my own computer.
-   not play games, or access any other websites or programs, without explicit teacher permission.
-   respect copyright laws by acknowledging my sources and putting my research into my own words.

A level two breach will result in an instant reflection room and a one-day ban. A second breach will result in a reflection room, one day ban and parent/guardian meeting.

Level Three Rules and Consequences:

-   not deliberately damage any computer equipment.
-   not access any other student's individual accounts, files or passwords.

- not use the internet to look up inappropriate material.
- not send inappropriate messages while using Google Classroom, personal email or any other platform.

A level three breach will result in referral to an executive and loss of technology 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

An exemption from parts of the school procedure can be requested from the principal by parents, carers, school counsellors, school psychologists and student support officers, 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 procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

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 includes a medical condition impacting a student. The school must consult the student, and their parents or carers as appropriate, in determining the adjustments for the student.

Reasonable adjustments include access to digital technologies to participate in the education on the same basis as a student without a disability. Providing reasonable adjustments to students with disability is an obligation under the Disability Standards and does not require students or parents or carers to seek an exemption under this policy.

Our communication approach

Students will be informed about this approach through:

- student ICT Code of Conduct.
- Classroom teachers will inform students about their roles, responsibilities and expectations.

Parents and carers will be informed:

- through the school newsletter
- on the school website https://tweedhdest-p.schools.nsw.gov.au/
- Student ICT Code of Conduct

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
28/2/2024	Change to new department format.	Principal