

# Implementation Guide: Student Use of Digital Devices and Online Services Policy

**Read the Student Use of Digital Devices and Online Services policy**

**Revise or develop school procedures**

## Consult with your community

- ☑ Establish a team of school and community members to lead consultation
- ☑ Consult early, often and with honesty
- ☑ Work in partnership with your school community to identify strengths and challenges and how the policy can best be applied at school

## Review your existing procedures and practice to align with the new policy

- ☑ Does your current procedure reflect the different requirements for students in primary and secondary schools?
- ☑ Have you consulted with your community?

## Things to consider in your school procedure

- ☑ When, where and how students may or may not use digital technology?
- ☑ Have we considered the needs of all our students?
- ☑ Does our staff have the training to support our students' use of digital technology?
- ☑ How do we support students to use digital technology in safe, responsible and respectful ways?
- ☑ How will digital devices be stored?
- ☑ What do we do when students use digital technology inappropriately?
- ☑ Do we need to include our bring your own device program?
- ☑ How can students and their parents and carers contact each other during the school day?

**Publish, implement and promote school procedures**

## Where to next?

- ☑ Review your procedure and communicate with your school community regularly.
- ☑ Learn more about managing online safety issues at the Office of the eSafety Commissioner's website ([esafety.gov.au](https://esafety.gov.au)) and the Department's Digital Citizenship website ([digitalcitizenship.nsw.edu.au](https://digitalcitizenship.nsw.edu.au)).