



Responsible Use of Digital Devices and Online Services for Students Policy

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1. Introduction and Purpose

This Policy is about Catholic Schools Parramatta Diocese (CSPD) students' use of Digital Devices and Online Services in School-Related Settings. Students in Catholic schools in CSPD are taught how to live and grow in faith, hope and love. The way we use technology is an expression of our care for ourselves and for each other.

It tells students, parents/carers and schools what they must do to ensure students use Digital Devices and Online Services:

- in a responsible, respectful and safe manner
- to promote student learning
- to not harm other students or persons
- to minimise threats to CSPD information security systems.

It tells students, parents/carers and schools about what they should do if another person is not using Digital Devices and Online Services responsibly, including where they feel unsafe.

2. Scope

This Policy applies to all students, their parents/carers and staff.

3. Definitions

Bullying refers to the repeated verbal, psychological, physical or social behaviour that is harmful, and involves the misuse of power by an individual or group towards one or more persons. It includes Online bullying. It involves the intentional misuse of power in a relationship. It is usually ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Bring-Your-Own-Device (BYOD) refers to Digital Devices owned by the student or their family that are used at school.

CSPD means the Catholic Schools Parramatta Diocese. It includes:

- its schools and school staff
- its central office and staff.

Cyberbullying includes, but is not limited to, sending/sharing nasty, hurtful or abusive messages or emails, humiliating others by posting/sharing embarrassing videos or images, spreading rumours or lies online, setting up fake online profiles, excluding others online (cyber-exclusion), repeated harassment and threatening messages (cyberstalking).

Digital Citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so that they can participate in society, communicate with others, and create and consume digital content.

Digital Devices are any electronic devices capable of creating, storing, processing or transmitting digital information, data, images or videos. They include desktop computers, laptops, tablets, mobile phones, smartwatches, wearables and other devices. They include CSPD devices or BYOD devices.

Educational purpose is any use approved by Staff that supports student learning, wellbeing and educational outcomes.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Mobile Phones means Handheld electronic devices designed primarily for voice and SMS communications which may also be capable of internet access, running of applications, photography, video recording and location services.

Online Bullying includes Cyberbullying and it involves using technology such as the internet or mobile devices to bully someone.

Online Services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces. This includes, but is not limited to, Facebook, Tik Tok, Snapchat, Instagram and Twitter.

School-related settings include school grounds, school-related activities and outside of school settings where there is a clear and close connection between the school and the conduct of students.

This connection may exist in situations where Online Services and/or Digital Devices, including BYODs, are being used outside of school grounds 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
- interactions occur between students (including other CSPD students)
- students are online in digital classrooms, or
- where online behaviour between students has flow-on consequences at school and duty of care requires the school to respond once an incident is reported.

Smart Devices means electronic devices with embedded computing capability, internet connectivity and software/applications that are not a dedicated traditional computer or mobile phone.

Staff means employees (casual, maximum term and ongoing employees), contractors, religious, volunteers and any other person appointed or engaged by CSPD to perform work or functions for CSPD.

Virtual Private Network (VPN) means a service that provides secure anonymous internet access by creating a private network over a shared or public network.

Wearable Devices means electronic devices worn on the body that collect data, images, video, with communication capability and/or provide smart functionality.

4. Why is this policy important?

- 4.1. Students and parents/carers must know this Policy and comply with it. If students do not comply, schools implement their student management framework in accordance with policies and procedures.
- 4.2. Digital Devices and Online Services may cause harm if students use them incorrectly or inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.
- 4.3. The person affected by the inappropriate or incorrect use could suffer physical, emotional, financial or other kinds of harm. The harm caused could be very serious. Schools implement their wellbeing policies and procedures where needed to support students.
- 4.4. CSPD provides safe and secure technology-related resources, equipment and infrastructure to help protect students from harm and create environments where students can benefit from using technology in their learning.
- 4.5. CSPD does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students at school.
- 4.6. 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, at school and at home, 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.
- 4.7. Student use of Digital Devices and Online Services in schools is intended to enhance learning, wellbeing and educational attainment. Digital Devices and Online Services can help students develop the skills needed to use them responsibly and to engage in creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

- 4.8. Digital Devices and Online Services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.
 - 4.9. CSPD has the right to, and will, monitor and audit Digital Devices and Online Services used by students, including BYOD.
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5. What are students' responsibilities?

Students must:

- 5.1. use Digital Devices and Online Services in safe, responsible and respectful ways as listed in Appendix 1 of this Policy
 - 5.2. comply with this Policy and school procedures implementing it
 - 5.3. acknowledge they understand this Policy in the *Student Use of Digital Devices and Online Services Agreement* as listed in this Policy
 - 5.4. support their peers to comply with this Policy
 - 5.5. have all work produced and uploaded to the application or drive nominated by the school
 - 5.6. return the CSPD device, power cords and carry case and other attachments supplied in good condition
 - 5.7. ensure they save their digitally created study notes and their other learning documents to their own device or storage if they will no longer be attending the school (as this will not be available to the student after they leave).
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6. What additional responsibilities do students have who bring their own digital devices?

Schools may permit students to use Bring-Your-Own-Devices (BYOD). If a school permits this, students must:

- 6.1. seek school permission to attach the Bring-Your-Own-Device, their own USB or storage device, to school-owned equipment
 - 6.2. have all applications requested by the school installed on the device, ensure it is in good working order and registered on the device on the CSPD network
 - 6.3. run the latest anti-virus and anti-malware software
 - 6.4. only use the school's internet system when they are at school, provided it is available
 - 6.5. be aware that the school may record the Bring-Your-Own-Device, media access control address, serial number and IP address for identification purposes
 - 6.6. not have any software installed on the device that provides capacity for "hacking" or is unlicensed
 - 6.7. be aware that the school cannot be held responsible for any damage or theft of Bring-Your-Own-Device (BYOD).
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7. What are parents/carers' responsibilities?

Parents/carers:

- 7.1. recognise the role they play in educating their children and modelling the behaviours for the safe, responsible and respectful use of Digital Devices and Online Services
- 7.2. will support implementation of this Policy and school procedures, including its approach to resolving issues
- 7.3. will explain this Policy to their child and the school's procedures implementing this Policy

- 7.4. ensure their child completes the school's method of implementing this policy with students
 - 7.5. will sign the school's written agreement about this Policy
 - 7.6. take responsibility for their child's use of Digital Devices and Online Services at home
 - 7.7. will communicate with Staff and the school community respectfully and collaboratively
 - 7.8. will report any concerns to the school relating to the use of Digital Devices or Online Services by their child, other students or Staff.
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8. What are the Principal's responsibilities?

Principals will:

- 8.1. ensure their school provides age appropriate programs to its students about Digital Citizenship, including explaining this Policy to them
- 8.2. develop and implement procedures implementing this Policy, including a Student Use of Digital Devices and Online Services Agreement for parents/carers and students
- 8.3. maintain a positive school culture that includes and promotes safe, responsible and respectful use of Digital Devices and Online Services
- 8.4. inform Staff, including new and casual staff, about this Policy and school-based procedures
- 8.5. model appropriate use of Digital Devices and Online Services in accordance with this Policy and the *Responsible use of ICT and Social Media Policy for Staff*
- 8.6. respond to and report any breaches and incidents of inappropriate use of Digital Devices and Online Services as required by school procedures, CSPD policies and procedures and any statutory and regulatory requirements

- 8.7. support parents/carers to understand the strategies that will promote their children's safe, responsible and respectful use of Digital Devices and Online Services
 - 8.8. provide teachers and other school staff with support and professional development in appropriate use of Digital Devices and Online Services and implementation of their school procedure, and monitor and periodically review the suitability of their school procedure.
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9. What are teachers, support and office staff's responsibilities?

These Staff members will:

- 9.1. model appropriate use of Digital Devices and Online Services in accordance with Policy and the *Responsible use of ICT and Social Media Policy for Staff*.
 - 9.2. establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of Digital Devices and Online Services.
 - 9.3. respond to and report any breaches and incidents of inappropriate use of Digital Devices and Online Services as required by school procedures, CSPD policies and procedures and any statutory and regulatory requirements.
 - 9.4. support parents/carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of Digital Devices and Online Services.
 - 9.5. participate in professional development related to this Policy as directed by their Principal, CSPD or as required by regulatory authorities.
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10. What are volunteers and contractors' responsibilities?

Volunteers and contractors must:

- 10.1 be aware of the Policy and act in accordance with the conduct described in it
 - 10.2 report any inappropriate use of Digital Devices and Online Services to the Principal, other school leaders or Staff.
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11. What should students do if they feel intimidated, worried, scared or see someone else not following this policy?

Students:

- 11.1. should speak to a Staff member if they receive a message, image, or media that is inappropriate or makes them feel uncomfortable
- 11.2. must not share any inappropriate image or media they may have received, but will instead speak to a Staff member
- 11.3. should tell a Staff member if they are aware that another student has received a message, image, or media that is inappropriate or that has made themselves or the other student feel uncomfortable
- 11.4. must speak to Staff member as soon as possible if they think they have received a computer virus or spam
- 11.5. should tell a Staff member if, while using Digital Devices and/or Online Services, they are asked for excessive personal information, asked to make phone contact, are offered gifts, feel uncomfortable, or are asked to make contact with someone in person
- 11.6. should speak to a Staff member if they or another student is being bullied online including through gaming
- 11.7. should speak to the Principal or Assistant Principal if a Staff member invites you or another student to join their personal electronic social networking site(s), message site(s) or app(s).

12. Related Documents

- Code of Conduct when Working With Children and Students
 - Procedural Fairness Guidelines
 - Responsible Use of ICT and Social Media Policy for Staff
 - Student Use of Mobile Phones and Wearable Devices at School Policy
 - Safeguarding Procedures
 - Student Anti-Bullying Policy
 - Student Wellbeing Policy
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13. Further Information

- Please contact your CSPD school
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APPENDIX 1

HOW TO USE DIGITAL DEVICES AND ONLINE SERVICES SAFELY, RESPONSIBLY AND RESPECTFULLY

To use Digital Devices and Online Services safely, responsibly and respectfully, students must:

1. only access Online Services using school or Bring your Own devices from within the CSPD network while at school
2. access and use the school internet and email services only for educational purposes and only as required by the school
3. keep the Digital Device secure to protect it from damage and theft
4. bring the device to school daily, charged and ready for use during lessons
5. keep passwords current and confidential, even from friends
6. log off at the end of each session to prevent against someone else using their account
7. use appropriate privacy controls for all internet and applications-based activity, eg location settings
8. not use Digital Devices and Online Services for any unlawful purpose, unauthorised commercial activities, or unauthorised political campaigning
9. seek advice from the school as soon as possible when engaging with technology that is new or unfamiliar
10. not change or alter any computer or network security settings or disable applications provided by the school (this includes using unauthorised Virtual Private Networks)
11. not allow others to use their accounts or grant access to unauthorised users
12. not use other people's accounts to send messages, or for any other purposes
13. not use social networking during learning time without the permission of a teacher

14. not intentionally download unauthorised software, graphics or music on a CSPD owned Digital Device
 15. not breach any software licensing terms and conditions
 16. not search for or access inappropriate materials or images that may reasonably be considered objectionable, defamatory or offensive
 17. not take photos or videos of other students, teachers or any other member of the school community without their express consent
 18. be involved in Online Bullying, or any other act that does not support the use of the devices or its material in a responsible, respectful and safe manner or that may cause harm to other students or persons
 19. not inspect, modify, distribute or copy any data, files or software applications that are owned by CSPD or send spam or mass email
 20. not use CSPD internet access to use excessive bandwidth and data for unauthorised video or gaming
 21. not engage in deliberate acts to degrade performance, introduce malicious software into the CSPD network, alter the integrity or availability of information and information systems (hardware, software, firmware, data and telecommunications).
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STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES AGREEMENT

As Catholic educators, our primary goal is to educate the students in our care and to ensure they are kept safe and protected while engaging with learning technologies in contemporary learning environments. These include Digital Devices and Online (technology) Services. Digital Devices include those provided by the school and students who bring their own devices.

At [School name] [we provide students with xxxxx - school add's own context about their computer program/supplies]

Purpose of this Agreement

This Agreement is between you and the Catholic Education Diocese of Parramatta (CSPD), which operates (school name). The Agreement form is part of CSPD's Responsible

Use of Digital Devices and Online Services for Students Policy. Your child is also agreeing to comply with the Policy about their use of Digital Devices and Online Services.

What do you and your child need to do?

For Primary School Students

1. You must read the Responsible Use of Digital Devices and Online Services for Students Policy and this Agreement and explain them to your child.
2. You must sign and date the Agreement.

For High School Students

3. Your child must read the Policy and the Agreement, with your assistance as needed.
4. You must sign and date the Agreement.
5. Your child must sign and date the Agreement with your assistance as needed.

Digital Devices owned by you/your child must not be brought onto school grounds before this Agreement has been signed and returned to the school.

Role of technology in education

CSPD acknowledges and values the critical role technology has in supporting learning and teaching to embed appropriate technologies within contemporary learning practices.

The access and resources provided to students will be used to:

- educate them to have strong understanding of information technologies with a focus on digital citizenship, and
- facilitate collaborative learning experiences among teachers and students through electronically based educational projects.

Digital devices and Online Services

Digital Devices, Online Services and resources are available to all staff and students. The [School/College] network is used to facilitate curriculum-related information gathering and communication within the learning community.

CSPD, through the Catholic Education Network (CEnet), provides the network infrastructure for connecting Digital Devices and all students with a user login for accounts to use the technology they need for their education.

The Internet filtering rules on Digital Devices will not apply outside the CSPD network. e.g. at home or public Wi-Fi and hotspot locations.

Monitoring use of Digital Devices and Online Services

While CSPD respects you and your child's right to privacy, student use of Digital Devices and Online Services on the CSPD network is subject to supervision and monitoring to ensure responsible use.

School/College based support

- School/College Information Technology (IT) technicians may complete basic hardware checks if requested by a student while at school. Students will be notified if a parent/caregiver is required to further action.
- School/College IT technicians may provide software support or "how to"
- assistance for device hardware and software.
- School/College IT technicians will ensure reliable connection to the CSPD network and resources.

- Any School/College owned software or applications will be made ready for parents to download to the Bring-Your- Own-Device, as needed

[School can additional points here for their context]

Loan of Digital Devices

Schools may be able to assist families who are in need, or where student's own Digital Devices need repairs, by lending Digital Devices.

Repairs to devices brought from home

If there is a fault or damage to the Digital Device owned by you/your child:

- it is your responsibility to have the device assessed for faults or damage by a service centre of their choice, and
- any costs relating to the assessment or repair of the device are your sole responsibility.

Change of Agreement

CSPD reserves the right to change the Agreement at any time with notice to be provided to parents.

RESPONSIBILITIES AND ACKNOWLEDGEMENT

Parent or Carer

You agree to and acknowledge the following:

- that you have read the Student Use of Digital Devices and Online Services Policy and explained it to your child;
- that you have read this Agreement and explained it to your child;
- you will support your child to use the Digital Device responsibly and safely at school and you are responsible for your child's safe and responsible use of the Digital Device at home by your child;
- that you support the **[school/college]** implementation of the Student Use of Digital Devices and Online Services Policy, and
- you have ensured the "Student Responsibilities" section of this Agreement has been read to or by your child and understood by them.

Student Responsibilities

The student agrees that they will:

- comply with the Responsible Use of Digital Devices and Online Services for Students Policy and School/College]’s procedures implementing it;
- comply with requirements outlined in the “How to use digital devices and online services safely, responsibly and respectfully” document.

Breach of Policy

If a student breaches the Responsible Use of Digital Devices and Online Services for Students Policy or the procedures, the **[School/College]** will implement its student management framework in accordance with policies and procedures.

Student Acknowledgement

I acknowledge that I understand my responsibilities in the Responsible Use of Digital Devices and Online Services for Students Policy and this Agreement.

Parent or Carer Acknowledgement

I acknowledge that I have read, understood and discussed with my child, the Responsible Use of Digital Devices and Online Services for Students Policy and this Agreement.

I agree to comply with the Responsible Use of Digital Devices and Online Services for Students Policy and this Agreement.

My child will be using:

- their own Digital Device and I give permission for them to bring it to school for use in the classroom for educational purposes, OR
- a Digital Device provided by the School/College.

I acknowledge that CSPD (including the School/College) will not be held liable for any data loss, damage to, or theft of, my/my child's own Digital Device and accessories.

Digital Devices lent to students where their own device is being replaced/repaired

I give permission for my child to use school Digital Devices lent to my child by the School/College as needed.

[insert school context if applicable - about any responsibility for the replacement/repair of the device if they are lost or damaged]

Parent / carer signature	
Parent / carer name	
Student signature	
Student name	
Date	