

Digital technology at Flowerdale Primary School



Acceptable Use Agreement

Flowerdale Primary School is committed to creating a safe and responsible attitude towards digital learning and believe that the home and school environments must work together to ensure this. The school believes it is important that students can use many different tools to enhance and promote learning.

One of these is Digital Technology, which must be used in a safe, responsible and meaningful way.

21st century students spend increasing amounts of time online, learning and collaborating. We believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others.

To enable the achievement of a safe and responsible digital learning environment, all groups involved are expected to act and behave in a manner that protects everyone. To achieve this, Flowerdale Primary School will support the rights of all members of the school community to engage in responsible and safe use of Digital Technology.

Our School: will promote a safe, inclusive and supportive digital learning environment (including online spaces) by:

- Promoting the responsible and safe use of Digital Technology;
- Ensuring technology is used as a learning tool and supports a learning purpose;
- Teaching students about responsible online behaviour through eSmart and reinforcing this through communications with parents/carers;
- Providing a filtered internet service in accordance with DET requirements, but acknowledge that full protection from inappropriate content can never be guaranteed. These filters are only in place when students are logging onto their device through the school network. Due to this the school will ensure that its duty of care is abided by at all times;
- Providing supervision and direction in online activities and when using digital technologies for learning;
- Supporting students in developing digital literacy skills;
- Providing support to parents/carers through information evenings and annual correspondence of the Acceptable Use Policy (this document) for reference at home;
- Having policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- Reinforcing that cyber safety and responsible behaviours are expected with the use of Digital Technology at school and at home;
- Ensuring ongoing updates and maintenance of Digital Technology resources.

For staff:

- Ensure technology is used as a learning tool to support, engage and challenge students;
- Ensure that effective research based teaching approaches are used in conjunction with technology and are in alignment with the Victorian Curriculum;
- Ensure that when technology is being used, clear learning outcomes are communicated;
- Monitor the use of technology at school, ensuring students are in view and screens are clearly visible during allocated learning times;
- Communicate with parents/carers when Digital Technology is to be used at home for learning purposes;
- Act upon any breaches of safe and responsible use, recording and acting in line with this user agreement;
- Follow the Child Safe Standards and report any illegal activity to school leadership, DHHS and the police where required
- Communicate any breaches of safe and responsible use of technology with parents/carers.
- Work with parents/carers to help ensure their child follows the student expectations during allocated learning times, to establish a safe and responsible digital culture.

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For parents:

- Report to Flowerdale Primary School any concerns regarding their child's use of technology
- Monitor the use of technology at home, ensuring students are in a shared space and screens are clearly visible during allocated learning times;
- Reinforce safe and responsible use of technology by monitoring your child's online activities outside allocated learning times
- Consider necessary internet filters for when their child is logging onto their device through their home network.
- Work with Flowerdale Primary School to ensure their child follows the above student expectations during allocated learning times, to establish a safe and responsible digital culture.

For students:








- Only use school approved digital devices to school and look after them (e.g. carrying it carefully, keeping it away from liquid, ensuring it is charged, etc.)
- Be safe, responsible and ethical by using their device in a shared space where they can be supervised by a responsible adult;
- Use Digital Technology only for teacher-directed learning activities during allocated learning time;
- Respect and support others when communicating in approved online spaces e.g. Google Classroom, school network
- Only open/use websites, applications for learning purposes as directed by their teacher during allocated learning times;
- Student email addresses (Bell PS accounts) must only be used for communication and collaboration purposes as part of learning tasks directed by the teacher.
- Talk to a trusted adult if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour;
- Protect privacy rights and those of other students by not giving out personal information;
- Abide by copyright procedures when using content from websites;
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student;
- Not reveal passwords to anyone except the system administrator, parents/carers or the teacher;
- Use email addresses provided by the school when accessing school approved platforms e.g. Google Suite of Applications, ClickView;
- Not let other students use their personal device without parent/carer or teacher permission, and only then in full view of a supervising adult;
- Seek permission from individuals including staff and/or other students before taking photos, recording sound or videoing them and only taking photos and recording sound or video when it is part of a directed learning activity;
- Not download, modify, record, save and/or redistribute content posted by individuals in school approved platforms;
- Not engage in any form of unacceptable behaviour and report any form of unacceptable behaviour;
- Work with my parents/carers and teacher(s) to follow the student expectations during allocated learning times, to establish a safe and responsible digital culture.

Information for parents

Our commitment to the responsible use of digital technology

At Flowerdale Primary School we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.






What we do:

	<p>We set clear expectations</p> <ul style="list-style-type: none"> We have clear expectations about appropriate conduct using digital technologies. We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none"> We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.
	<p>We partner with families</p> <ul style="list-style-type: none"> We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> We provide access to educational software for students to use. We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> We supervise students using digital technologies in the classroom, consistent with our duty of care. We use clear protocols and procedures to protect students working in online spaces.
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none"> We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none"> We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. We refer suspected illegal online acts to the police.

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How parents and carers can help:

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p>Establish clear routines</p> <ul style="list-style-type: none">• Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. <p>These can include:</p> <ul style="list-style-type: none">◦ Requiring devices to be used in a common area, such as a living room or kitchen◦ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene. <ul style="list-style-type: none">• Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.
	<p>Restrict inappropriate content</p> <ul style="list-style-type: none">• Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group.• Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	<p>Talk about online safety</p> <ul style="list-style-type: none">• Talk with your child about the importance of protecting personal information and recognising online scams.• Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	<p>Model responsible and balanced technology use</p> <ul style="list-style-type: none">• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	<p>Work with us</p> <ul style="list-style-type: none">• Let your child's teacher know about concerns you have regarding their technology use• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines,

<https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [resources for parents](#), and outlines available [counselling and support services](#).





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For students



What we expect

Below are our expectations of students at Flowerdale Primary School when using digital technologies.

<p>Be safe</p> 	<p>At Flowerdale Primary School, we protect personal information and keep safe online.</p> <p>We do this by:</p> <ul style="list-style-type: none">• Not sharing our password or using someone else's username or password.• Logging out of our devices when they are not in use.• Restricting the personal information we post online, including images and videos.
<p>Be respectful</p> 	<p>At Flowerdale Primary School, we are kind and show respect to others when using technology.</p> <p>We do this by:</p> <ul style="list-style-type: none">• Acting with kindness and never bullying others online.• Thinking about how our words might make others feel before we say or write them.• Only taking photos or recordings of others when they are aware and have given us permission to do so.• Seeking permission before sharing others' information online.
<p>Be responsible</p> 	<p>At Flowerdale Primary School, we are honest, handle technology with care and follow the school rules.</p> <p>We do this by:</p> <ul style="list-style-type: none">• Handling devices with care.• Not interfering with devices, school systems, or other students' work.• Not downloading or using inappropriate programs like games.• Not using technology to cheat or steal, and always acknowledging when we use information sourced from others.• Turning off and securely storing our mobile phone during school hours.• Ensuring a healthy balance between screen time and offline activities at school.
<p>Ask for help</p> 	<p>At Flowerdale Primary School, we ask for help if we feel unsure or see something inappropriate.</p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none">• We feel uncomfortable or unsafe.• We see others participating in unsafe, inappropriate, or hurtful online behaviour.• We notice any damage to school technologies.• We need help understanding about a digital tool or how it can be used.

Support for students:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.

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My ideas on safe and responsible online behaviour

When the AUA has not been followed

Your task:

- Talk with your parents about what safe and responsible online behaviour means for you.
- Write or draw your response in the boxes below:

Be safe - I protect personal information and keep safe online. This means I:

(write or draw...)



Be respectful - I am kind and show respect to others when using technology. This means I:

(write or draw...)



Be responsible - I am honest, handle technology with care and follow the school rules. This means I:

(write or draw...)



Ask for help - I ask for help if I feel unsure or see something inappropriate. This means I:

(write or draw...)



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STUDENT AGREEMENT



When I use the internet and ICT equipment at school, I agree to:

(Please tick each box after reading)

	Be a safe and responsible user.
	Be respectful of others and never participate in online bullying (including not forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
	Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
	Protect the privacy of myself and others by never giving out personal details including surnames, birthdays, phone numbers, addresses, images or other private information.
	Only use the internet for educational purposes – as directed by teachers.
	Remember copyright rules and the importance of seeking permission before using content created by others.
	Only use my own login details and never another student's login, and never interfere with network security or files that are not my own.
	Keep my password private.
	Only run or download authorised programs at school (such as via the self-service app, and only access the internet using approved equipment while at school).
	Only take photos, videos or sound recordings as part of authorised use by a teacher, and seek permission before publishing any such files online.

(Student name)

I understand and commit to uphold the expectations on me as a student at Flowerdale Primary School when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

(Student's signature)

(Date)

Parent/carer acknowledgement

(Parent/carer name)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

