

Information for parents

Our commitment to the responsible use of digital technology

At [Quarters 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. • Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours. • We have clear and appropriate consequences when students breach these expectations, in line with our Student Safety and Wellbeing 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. • We are an eSmart School
	<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. • This acceptable use agreement applies to all digital technologies and the internet including (although not limited to): <ul style="list-style-type: none"> ✓ email and instant messaging (e.g. Gmail, Outlook) ✓ internet, intranet (e.g. Google, Math, Literacy, Touch Typing and Coding based Websites) ✓ social networking sites (e.g. Edmodo, Seesaw) ✓ video and photo sharing websites (e.g. YouTube, ClickView) ✓ blogs or micro-blogs (e.g. Edublogs) ✓ forums, discussion boards and groups (e.g. Google Classroom) ✓ wikis (e.g. Wikipedia), vod and podcasts ✓ video conferences and web conferences (e.g. Zoom, Webex) ✓ robotics equipment and coding apps (e.g. Minecraft Education, Kodable) ✓ cloud services such as Office 365 and Google Suite. • 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. For example: <ul style="list-style-type: none"> o school owned ICT devices (e.g. laptops, printers, iPads) • 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.



Digital technology at Quarters Primary School

	<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. These can include: <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. 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). For more information see eSafety Commission advice for parents – Are They Old Enough?
	<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. <ul style="list-style-type: none"> Bullystoppers Parents (https://www.vic.gov.au/bullying-information-parents)
	<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](#).



Information for Students

What we expect

Below are our expectations of students at [Quarters Primary School](#) when using digital technologies.

At [Quarters Primary School](#), we protect personal information and keep safe online.

Be safe



This means I:

- am aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online
- will protect my friends' information in the same way as my own
- will protect my passwords and will not share them with anyone except my parent
- will not use someone else's username and password
- will only ever join spaces with my parents or teacher's guidance and permission
- will not answer questions or post identifiable information about myself without asking a trusted adult first
- will restrict the personal information I post online, including images and videos.

At [Quarters Primary School](#), we are kind and show respect to others when using technology.

Be respectful



I do this by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator
- 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.

At [Quarters Primary School](#), we are honest, handle technology with care and follow the school rules.

Be responsible



I do this by:

- stopping to think about what I post or share online
- using spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protecting my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- not deliberately searching for something rude or violent
- turning off or closing the screen if I see something I don't like and tell a trusted adult
- not interfering with devices, school systems, or other students' work
- holding equipment with 2 hands and handling with care
- not eating or drinking around the equipment and have clean hands
- never leaving my equipment unattended on the floor
- being careful with the equipment (e.g. gentle when tapping the screen or keyboard)
- notifying a teacher of any damage or action required on my device
- only using the app, website or program I've been asked to use
- turning off my iPad screen or shutdown my laptop if instructed to do so
- starting and shutting-down the laptops correctly
- not showing others if I find anything that upsets me, is mean or rude, or things that I know are not acceptable at our school. I will turn off or minimise the screen and get a teacher straight away
- not downloading or using inappropriate programs like games
- not using technology to cheat or steal, and always acknowledging when I use information sourced from others
- turning off and securely store my mobile phone at the office during school hours
- ensuring a healthy balance between screen time and offline activities at school.



Digital technology at Quarters Primary School

Ask for help



At **Quarters Primary School**, we ask for help if we feel unsure or see something inappropriate.

I do this by talking to a teacher or a trusted adult if:

- I feel upset, uncomfortable or unsafe
- I see others participating in unsafe, inappropriate, or hurtful online behaviour
- I notice any damage to school technologies
- I need help understanding about a digital tool or how it can be used
- someone is unkind to me or if I know someone else is upset or scared.

Support for students:

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

Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.

Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at **Quarters 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. I understand that if I break these rules the school may need to tell my parent/carers and appropriate consequences will be put in place. These consequences may include a meeting with my parents/carers and/or ICT privileges being confiscated or limited for a period of time.

(Student's signature)

(Date)

