Goonawarra
PRIMARY SCHOOL

DIGITAL TECHNOLOGY AT GOONAWARRA PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT (AUA) POLICY

SCHOOL PROFILE STATEMENT

At Goonawarra Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Wellbeing Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - See: Duty of Care and Supervision
    (https://www2.education.vic.gov.au/pal/cybersafety/policy)
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - eSafetyParent | Office of the Children's eSafety Commissioner
    (https://www.esafety.gov.au/education-resources/iparent)

2-6 Gullane Dr, Sunbury VIC 3429
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SCHOOLS OWNED DEVICES

The school currently provides the use of iPads and laptops for students to use at school.

User Responsibilities

Students are responsible for:

- Carrying the school device in a safe manner with an appropriate protective case at all times
- Adhering to the teacher instructions at all times when using school devices.
- Using the school devices correctly and for educational purposes only.
- Looking after the school devices to prevent any damage.
- Not posting and uploading any images of other students onto social media sites or messenger apps. This includes at home.
- Informing their teacher immediately if an inappropriate site or image appears on their screen.
- Their Internet searches are educational based and are related to the topic.
- Only accessing their class and personal folders when saving and opening work.
- Ensuring their internet searches are educational based and are related to the topic.

Parents/students should be aware that files stored on the device, or on the school's server, are not private.

Damage or Loss of Equipment

- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervising teacher.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

The full Digital Learning (Internet, Social Media and Digital Devices) Policy is available on the school website or from the school office on request.

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INFORMATION FOR PARENTS

Our commitment to the responsible use of digital technology

At Goonawarra 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

	We set clear expectations ● 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 Wellbeing and Engagement Policy**.
	We teach appropriate conduct ● 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 partner with families ● 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.

	We provide access to technology
	● We provide access to educational software for students to use.
	  - Scratch
	  - Minecraft educational
	  - Kodable

	We supervise digital learning ● 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.
	We take appropriate steps to protect students ● 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 on our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents ● 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.

	Establish clear routines
	● 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:
	  ○ 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.

	Restrict inappropriate content ● 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).
	Talk about online safety ● 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.
	Model responsible and balanced technology use ● 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.
	Work with us ● 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.

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*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 Goonawarra Primary School when using digital technologies.

Be safe	**At Goonawarra Primary School, we protect personal information and keep safe online.** We do this by: ● 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.
Be respectful	**At Goonawarra Primary School, we are kind and show respect to others when using technology.** We do this by: ● 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.
Be responsible	**At Goonawarra Primary School, we are honest, handle technology with care and follow the school rules.** We do this by: ● 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.
Ask for help	**At Goonawarra Primary School, we ask for help if we feel unsure or see something inappropriate.** We do this by talking to a teacher or a trusted adult if: ● 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

Your task:

- Talk with your classmates and/or 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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INSTRUCTIONS

- 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.
- Complete the agreement, including parent/carer acknowledgement and return it by February 12th 2025.
- Completed agreements can be dropped at the front office or given to your classroom teacher.

STUDENT AGREEMENT

_____
(Student name)

I understand and commit to uphold the expectations of me as a student at Goonawarra 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.

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AUTHORISATION OF ACCEPTABLE USE AGREEMENT

This Acceptable use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities and at home.

I have read and discussed the issues raised in the school's ICT/Internet Acceptable Use Agreement with my child. My child understands the requirements outlined in the safe and responsible behaviour section and the consequences of not following the policy:

(please tick)   **YES**   **NO**

I allow my child's identifiable images to be published on the school's

Website and Newsletter.

I allow my child's work to be published on the school's Website and Newsletter.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name:_____

Student signature:_____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

This form will cover your child for the duration of their schooling at Goonawarra Primary School unless you notify us otherwise in writing or the agreement is changed (you will be provided with a news copy).