



Herne Hill Primary School

Policy Title: ACCEPTABLE USE AGREEMENT

Date Approved:

October 2024

Review Date:

October 2025

Approved by

School Council

Principal



Help for non-English speakers

If you need help to understand the information in this policy, please contact

0352784117

PURPOSE

Herne Hill Primary School recognises the importance of Digital Technologies (DT) in preparing students for the world around them and believes it is an integral part of the curriculum. We want our students to be confident and safe using these technologies. We use the internet as a teaching and learning tool. We see the Internet and mobile technology as a valuable resources but acknowledge they must be used responsibly.

We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We hope that parents/guardians will work with us and encourage this behaviour at home.

IMPLEMENTATION

A copy of the Digital Technologies Acceptable Use Agreement will be made available to all students at the commencement of each school year (or upon enrolment if this occurs at some other time during the year).

Students will receive classroom & specialist instruction about the guidelines and agreement and the rules for responsible computer use. The acceptable use agreement then needs to be discussed with parents or carers, signed by both parties and then returned to school. After week three of arrival at the school, any student who has not returned the signed form will not be permitted to use school computers or mobile devices.

Any student who does not abide by the agreement will have their computer use privilege removed for a time. This can be at the teacher's discretion for minor breaches and in consultation with leadership for more serious misdemeanours. Notification will be given to parents when computer privileges are suspended or withdrawn.

All students will undertake a cyber-safe program as part of Digital Technologies specialist program. The school community will also be provided with cyber-safety information on a regular basis via the school newsletter, school website, Facebook page or Instagram account.

Incidents of cyberbullying will not be tolerated at Herne Hill Primary School and victims and their parents/guardians will be encouraged to report incidents.

Cyberbullying: is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, instant messaging, email, chat rooms or social networking sites such as Facebook and Snapchat or other types of digital technology. Cyberbullying is usually not a one time communication. .

Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. Parents/guardians can view the cybersafe programs at www.cybersmart.gov.au

Students are advised to report an incident if:

- They have experienced an incident of Cyberbullying
- They come across sites which are not suitable for their school








- Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something which is against the rules and responsibilities they have agreed to.
- They feel that the welfare of other students at the school are being threatened

Information for parents

Our commitment to the responsible use of digital technology






At Herne Hill 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 Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <p>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. Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. Parents/guardians can view the cybersafe programs at www.cybersmart.gov.au</p>
	<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.

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).
	<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](#).

Personal devices at Herne Hill Primary School

Herne Hill Primary School operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We offer to purchase an IPAD at the end of grade 2 for grade 3 the following year.

Technical specifications for BYOD devices

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at Herne Hill Primary School, please ensure that it complies with the following specifications:

- *Apple IPADS are recommended*
- *The model of the IPAD does not have an impact*

Required device features:

- Apple IPAD 11th Gen
- Apple IPAD 10th Gen

If you already have an IPAD 8th Gen or newer at home you are quite welcome to bring along

- Protective Cover for Gen IPAD

Highly recommended device features:

- Screen protection
- Insurance
- Keyboard for NAPLAN grade 3 and grade 5

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in storage tub when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

Herne Hill Primary School will provide the following technical support services for personal devices brought to school:

- Support to access software/Apps as required by the classroom.
- Connecting devices to the internet
- Providing student log-in credentials to access the schools wi-fi network, including a school email account

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.





Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the office.

For students

Expected behaviours when using digital technologies. It is recommended that teachers work through the expectations with students before the AUA is sent home for parent discussion and agreement.

What we expect

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

<p>Be safe</p> 	<p>At Herne Hill 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 Herne Hill 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 Herne Hill 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 Herne Hill 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.

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...)



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 Commencement of the School Year.
- Completed agreements can given to your classroom teacher.



Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Herne Hill 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.

