

Digital Technology at Clyde Primary School

Acceptable Use Agreement



Information for Parents

Our commitment to the responsible use of digital technology

At Clyde Primary School we are committed to building a culture of Respect, Responsibility and Resilience. 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 that they may encounter when using the internet and digital technologies. We support and provide opportunities for 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 <u>Mobile Phone Policy</u> outlines our school's expectations relating to students using mobile phones. We have clear and appropriate consequences when students breach these expectations, in line with our <u>Student Wellbeing and Engagement Policy</u>. We will also determine and enforce necessary consequences when a student is in breach of the behaviour expectations of our school community. (Please see the appendix for Clyde Primary School's Digital Technology consequences.)
	<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 cyber safety and cyberbullying using the <u>Cyber Safety Project</u>.
	<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 that they are facing at home. We support them with information and tools that help. Distribution and access to school owned devices will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (appendix)
	<p>We provide access to technology</p> <ul style="list-style-type: none"> We provide access to educational software for students to use. We provide access to iPad's in the junior school (Foundation – Year 2) and laptops for our senior students (Year 3-6).
	<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. Follow up with any students that act in breach of the behaviour standard of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content). We create student email accounts and passwords which are non-identifiable.
	<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 as per the Clyde Primary School <u>Bullying Prevention Policy</u>. We refer suspected illegal online acts to the police.

Digital Technology at **Clyde Primary School**

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 <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.• For your family you may choose to setup Parental controls that allow you to monitor and limit what your child sees and does online. Different controls are available and designed to protect and provide good online habits for children aged 4-13 years old.
	Restrict inappropriate content <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).
	Talk about online safety <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.
	Model responsible and balanced technology use <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.
	Work with us <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](#).

Digital Technology at **Clyde Primary School**

Personal devices at Clyde Primary School

Clyde Primary School operates a Bring Your Own Device (BYOD) program for students in Year 5 & 6. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with **JB HI-FI Education** who offer discounted prices for the purchase of devices for our students.

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 Clyde Primary School, please ensure that it complies with the following specifications:

- *Lenovo Notebook Program. (Clyde Primary School does not support Chromebooks)*
- *Students are welcome to bring an alternative device that meets the following device features:*

Required device features:

- Intel Celeron Processor N4120 or newer
- 4GB RAM (running memory)
- 128 SSD (file storage)
- 11.6 - Inch
- Touch / Non - Touch
- Minimum 5 hours of battery life
- Windows 11 (and above)
- Wireless connectivity (Bluetooth & Wi-Fi)
- Integrated 720p HD Camera

Highly recommended device features:

- Screen protection
- Insurance
- Up-to-date antivirus and security software
- Ports: microSD card, HDMI 1.4, USB-A, USB-C, 3.5mm headphone jacks

Behavioural Expectations – Personal devices

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

- it is **fully charged each morning**. Students are not permitted to bring their personal chargers to school to charge their BYOD device.
- it is carried to school with appropriate care in a carry case and stored in their bag locker and/or teacher's office when not in use.
- any physical device damage is immediately reported to the classroom teacher for investigation.
- it is clearly labelled with the student's name, class and contact number.

Supports and services provided

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

- Support to access software such as Microsoft 365 Office.
- Connecting devices to the internet
- Providing student log-in credentials to access the schools 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.

Clyde Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We have a limited number of spare laptops that can be accessed by students in Year 5 & 6 but this is not a 1:1 service and regular use is not guaranteed.





Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school office during school hours and/or via the **school email address**.

Digital Technology at **Clyde Primary School**

For students

What we expect

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

<p>Be safe</p> 	<p>At Clyde 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 Clyde 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 myself when uploading to educational platforms such as Seesaw.• 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 Clyde 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 removing any classroom devices from my classroom, including at recess and lunch.• Not interfering with devices, school systems, or other students' work, including background pictures, device names and displays.• 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 at the front office during school hours.• Ensuring a healthy balance between screen time and offline activities at school.
<p>Ask for help</p> 	<p>At Clyde 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.

Digital Technology at **Clyde Primary School**

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...)



Digital Technology at **Clyde Primary School**

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/carers acknowledgement and return it by **Week 5, Term 1**.
- Completed agreements can be dropped at the front office/given to your child's classroom teacher.

Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Clyde 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/carers name)

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



Digital Technology Consequences

All breaches to be recorded on Compass by Clyde Primary School staff members.

	Examples of inappropriate ICT use	Possible Consequences
<p>Level 1 Classroom Teacher</p>	<ul style="list-style-type: none"> Accessing the internet without permission Using a device without permission (eg. Logging onto a device without verbal consent from a member of staff) Careless treatment of devices (eg. <i>not holding the device with two hands, throwing the device, eating food or drinking when using the device</i>) Using a different application to what was instructed to use (Eg. playing a game instead of completing learning task) Using devices while unsupervised Not putting the device away correctly and on charge Peeling off school device labels and/or drawing, self-labelling school devices 	<ul style="list-style-type: none"> Reminder of appropriate use Restorative conversation Phone call home to parents/carers Written apology Device taken for the rest of the session
<p>Level 2 (All Level 1 Consequences apply)</p> <p>Classroom Teacher (Inform PLT Leader)</p> <p>ICT ban for a session (Including BYOD)</p> <p>Parents are informed</p>	<ul style="list-style-type: none"> Using a recording and/ or camera device in breach of school policy (Eg. taking selfies on the iPad or taking photos/recording of other students) Repeated unsupervised use of device (Eg. getting out a device without permission from a staff member) Repeated access of the internet without permission Interfering with another student's device (eg. drawing on their work to be funny, deleting their content) Accessing, storing or transmitting inappropriate material Throwing or treating the device in a irresponsible manner (Eg. throwing the device, standing on the device, slamming down the device or screen to close a laptop) 	<ul style="list-style-type: none"> Restorative conversation of appropriate use Loss of lunch or recess time Phone call to parent/carer Written apology Meeting with classroom teacher and parents/carers 1 session ban on devices
<p>Level 3 (All Level 1 & 2 consequences apply)</p> <p>PLT Leader</p> <p>ICT ban for a day (Including BYOD) (Parents are informed)</p>	<ul style="list-style-type: none"> Consistently careless use of an electronic device (Eg. handling devices in a rough manner, throwing devices, slamming down the device or screen to close a laptop) Repeated failure to comply with expectations regarding acceptable use of electronic devices Failing to seek permission of a person for photos, filming and recording Sharing or distributing another person's image without permission 	<ul style="list-style-type: none"> Sent to PLT leader and/or Principal class for discussion Meeting with classroom teacher and parents/carers Loss of lunch/recess time ICT ban for 1 day
<p>Level 4 Leadership (All Level 1, 2 & 3 Consequences apply)</p> <p>ICT ban for at least a week, ban could last a Term. (Including BYOD) (Parents are informed)</p>	<ul style="list-style-type: none"> Accessing, storing or transmitting indecent or offensive material Using a different application to what was instructed to use (Eg. changing any of the current school settings, including backgrounds, class profile pictures etc) Theft Using a proxy or VPN to bypass school security settings and internet controls. Bullying or harassment (e.g. <i>using electronic device to bully or harass others</i>) Vandalism or wilful damage to the devices (Eg. drawing on the class labels and/or adding any other labels / name to the school devices) 	<ul style="list-style-type: none"> Sent to principal class for discussion Suspension (Internal & External, at the discretion of the principal) Note put on student's compass record Access to the internet is limited or prevented Payment for damage ICT ban, length determined by Leadership