Moe (Elizabeth Street) Primary School

Digital Technology – Acceptable Use Agreement

Help for non-English speakers

If you need help to understand the information in this policy, please contact Moe (Elizabeth St) Primary School on 03 5127 2607 or moe.ps@education.vic.gov.au.

Information for parents

Our commitment to the responsible use of digital technology

At Moe (Elizabeth Street) 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** *[link your school policy to the bolded words]* 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**. *[link your school policy to the bolded words]*
	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. [include any specific programs or approaches]
	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. [list key software titles used by students, including department-provided software titles] • We create student email accounts which are non-identifiable.
	We supervise digital learning • We supervise students using digital technologies in the classroom, consistent with our duty of care. [if relevant, insert any software that is used to supervise devices] • 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 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.

Moe (Elizabeth Street) 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

- ***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.***

**Support for parents and carers*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.

Moe (Elizabeth Street) Primary School

For students

What we expect

Below are our expectations of students at Moe (Elizabeth Street) Primary School when using digital technologies.

Be safe 	**At Moe (Elizabeth Street) 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 Moe (Elizabeth Street) 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 Moe (Elizabeth Street) 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 Moe (Elizabeth Street) 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.

Moe (Elizabeth Street) 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…)

Moe (Elizabeth Street) 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/carer acknowledgement and return by 1st week of Term 1.
- 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 on me as a student at Moe (Elizabeth Street) 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2026 (every year)