FITZROY NORTH PRIMARY SCHOOL

Digital Technologies - Responsible Use Policy with Acceptable Use Agreement

Help for non-English speakers: If you need help to understand this policy please contact the Fitzroy North Primary School office on 9481 5860.

Purpose

The purpose of this policy and documentation is to ensure that all students and members of our school community understand:

A. our vision for digital learning at Fitzroy North Primary School.
B. the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter
C. our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
D. the various Department policies, on digital learning and responsible use of digital technologies, that our school follows and implements
E. expected student behaviour when using digital technologies, as well as the school's strategic response to inappropriate behaviour involving digital learning and technologies.

Scope

This policy applies to all students and staff at Fitzroy North Primary School. Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- FItzroy North Primary School's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (Teaching staff)
- Code of Conduct for Victorian Sector Employees (Staff)
- Code of Conduct for Directors of Victorian Public Entities (School Councillors)

Philosophy

At Fitzroy North Primary School, our practice is underpinned by our beliefs about educating the whole

child, with our school values of kindness, resilience and respect at the core of our work. As a part of our vision of inspiring our students to be curious, creative, socially conscious and able to think critically, at FNPS 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 online behaviour, including how to recognise and respond to dangers and threats. 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.

Digital technologies are important tools for inquiry, expression, and connecting with others in an increasingly globalised world; enabling our students to interact with and create high quality content and resources. Digital technologies allow our staff to deliver a rigorous and diverse teaching and learning program that involves experiential learning opportunities that foster deep inquiry, collaboration, exploration and play. Through and with technology, our students benefit from learning that is interactive, collaborative, personalised, engaging and transformative.

Definitions

For the purpose of this policy and accompanying documentation, the below terms are defined as follows:

Digital technologies

Digital hardware, software and resources used to develop and communicate learning, ideas and information. Note, not to be confused with 'Digital Technologies' which is a discipline within the Technologies learning area of the Victorian Curriculum.

1-to-1 learning program

Where each student has ongoing access to a digital device at school for educational purposes.

Digital device provision model

A digital device provision model is the approach a school takes to ensuring there are adequate and appropriate digital technologies available for students to learn. This includes decisions about appropriate student-device ratios, and whether to invite parents to purchase or supply a device from home.

Provision Model

FNPS provides a fleet of school-managed devices for shared use in Prep to Year Six. Banks of ChromeBooks are available for use in Years 5 and 6, and MacBooks are available for students in Years 3 and 4. In the junior years (Foundation to Year 2), the school provides banks of devices for

students to access digital technologies as a part of the digital learning program. These devices are purchased and maintained by the school.

To provide more flexibility and to allow students greater access to digital technologies in the senior primary years, we also operate a Bring Your Own Device (BYOD) digital device provision model from Year 3 to Year 6. Parents/carers are invited to purchase or supply a device for their child to bring to school. For more information about the BYOD Program, including technical specifications for devices, please see the Connect handbook on our school website or contact the school.

Device Use and Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Fitzroy North Primary School's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy. When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/ posting/ sharing of inappropriate or unlawful content), Fitzroy North Primary School will institute a staged response, consistent with our student engagement and behaviour policies. Students must ensure that:

- Devices are only used under the instruction and supervision of a teacher.
- Any physical device damage is immediately reported and if necessary, repaired.
- Personal devices come to school fully charged each morning and are stored safely when not in use.
- Personal devices have a protective cover and are carried to and from school with care.
- Personal devices are clearly labelled with the student's name and class.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. Consequences may include:

- removal of network access privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in our Student Wellbeing and Engagement and Bullying Prevention policies.

Supports and Services Provided

FNPS will provide the following technical support services for personal devices brought to school:

- Support to access Google Workspace for Education (i.e. Google Classroom, Docs, Slides)
- Connecting devices to the internet
- Providing student log-in credentials to access the school's network

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. If you would like more information or assistance regarding our BYOD program, you are encouraged to visit the school website or contact school leadership.

Communication

This policy will be communicated to our school community in the following ways:

- Discussed in class with students
- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual and CRT handbook
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Discussed, consulted upon and reviewed at School Council

ACCEPTABLE USE AGREEMENT

The Acceptable Use Agreement outlines expected behaviours and protocols for the use of digital technologies by students and teachers.

- Classroom teachers discuss the agreement in class, in an age-appropriate manner.
- Parents/carers read the commitment, expectations & acceptable use agreement with the child.
- Students are encouraged to speak with their parents or teachers if they don't understand what it means, or if they have questions they would like to discuss.
- From 2026, students will discuss and agree to the Acceptable Use Agreement in class as a part of the Respectful Beginnings program. The agreement is placed on display in the classroom.
- From 2026, parents/carers acknowledge that the expectations and Acceptable Use Agreement has been read and discussed via Compass within the first two weeks of Term One, or within two weeks of enrolment.

For Students

When I use digital technologies at school, I need to show the school values. We have talked about Digital Technologies and device expectations in class, and I understand that there are consequences for misuse. I agree that I will do my best to:

be safe. I will do this by…

- following instructions and using devices and technology safely.
- protecting (not sharing) personal information online (such as my or my friends' full names, birthdays, school names, or contact details).
- being kind online. I won't use actions online to be mean to others, including sending or passing on bullying messages.
- not using private messaging platforms while at school. If I need to make contact with my parents or carers I will do so through the school office.
- never posting pictures of me or my friends online, especially in school uniform.
- acknowledging that the school advises against students' use of social media.

be respectful. I will do this by…

- showing kindness and respect, thinking about my actions online and the impact they can have on others.
- following my classroom expectations.
- not copying someone else's work / ideas from the internet and presenting them as my own.
- seeking permission before taking or using (including AirDrop) photos, recording sound or videoing people (including teachers).

be honest. I will do this by…

- being careful with devices and technology, making sure they are packed away safely.
- staying on-task, not using inappropriate games, apps, or sites.
- ensuring my teacher can see my screen at all times.
- only taking photos or recording sound or video when it is part of an approved lesson.
- not joining an online platform without my parents' or teacher's guidance and permission.
- not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the website link).
- not using my device before or after school, at recess or lunch breaks, or at any time other than when a teacher asks me to.

ask for help and be a lifelong learner. I will do this by…

- talking to a trusted adult if I feel uncomfortable, unsure, or unsafe.
- speaking to a trusted adult if I see something that makes me feel upset, if someone is unkind to me online, or if I need help.
- speaking to a trusted adult if I know someone else is upset or scared, or if someone else is participating in unsafe, hurtful or inappropriate behaviour online.
- continuing to learn about how to use digital technology in a safe and responsible way.

The following pages include examples of classroom displays and activities that should be completed to support the expectations and acceptable use agreement.

FNPS STUDENT ACCEPTABLE USE AGREEMENT

When I use digital technologies at school, I need to show the school values. We have talked about internet, technology and device expectations in class, and I understand that there are consequences for misuse. I agree that I will do my best to...

BE RESPONSIBLE.

I will do this by...

- being careful and looking after equipment.
- ensuring devices are charged and stored away when not in use.
- protecting (not sharing) personal information, such as my usernames or passwords.
- restricting the personal information I share online including photos and videos.

BE RESPECTFUL.

I will do this by...

- showing kindness and respect, thinking about how my words might make others might feel before I speak/write.
- only taking photos or recordings of others when they are aware and have given me permission.
- placing my screen face-down when the teacher asks or when they are teaching the class.

BE HONEST.

I will do this by...

- staying on-task, not downloading or using inappropriate games, apps, or sites.
- ensuring my screen is visible (no backs to walls).
- telling the truth if I have made a mistake or done something unsafe or unkind.

ASK FOR HELP.

I will do this by...

- talking to a trusted adult if I feel uncomfortable, unsure or unsafe.
- letting a teacher or trusted adult know if I see others being unsafe, inappropriate, or hurtful online.

I can check out the **eSafety Commissioner's eSafety Kids** page for more information.

FNPS STUDENT
ACCEPTABLE USE AGREEMENT

_____'s ideas on how to...

BE SAFE.

I protect personal information and keep safe online. This means I:

BE RESPECTFUL.

I am kind and show respect to others when using technology. This means I:

BE HONEST.

I am honest, handle tech with care and follow expectations. This means I:

ASK FOR HELP.

I ask for help if I feel unsure or see something inappropriate. This means I:

FNPS CLASS ___

ACCEPTABLE USE AGREEMENT

Our ideas about how to...

BE SAFE.

BE RESPECTFUL.

BE HONEST.

ASK FOR HELP.

FNPS DIGITAL TECH STAFF EXPECTATIONS

When using digital technologies in teaching & learning, we expect teachers and staff to...

TEACH CYBER SAFETY.

Teachers do this by...

- planning and teaching regular and explicit lessons on cyber safety using the Victorian Curriculum, Digital Technologies Scope & Sequence, and research-backed resources and tools.
- teaching & modelling expectations for technology and device use.

MODEL RESPECT.

Teachers do this by...

- seeking permission from students to use/ publish their work.
- using a restorative approach when managing issues.
- communicating clear expectations around misuse:

1. *Verbal reminder to follow expectations (prompt & reteach).*
2. *Teacher moves student to work beside them or monitors w. AirServer.*
3. *Access restricted: device is put away for the session.*
4. *Continued misuse is communicated with families.*

PROMOTE RESPONSIBLE USE.

Teachers do this by...

- using appropriate platforms & apps that meet age restrictions for our students (i.e. no YouTube for music).
- ensuring devices are not used during breaks or 'Extreme Weather Timetables', or as 'rewards'.
- ensuring a healthy balance of online and offline tasks (planners show <50% of lessons requiring screen use).
- ensuring CRTS understand, adhere to & promote expectations.

WORK IN PARTNERSHIP.

As a school, we do this by...

- working together with families to support students.
- communicating policies, procedures, protocols and expectations regularly and via different platforms.
- providing annual parent information sessions on cybersafety and/or digital technologies.
- always following our Wellbeing & Student Engagement policies, in line with our mission, vision and values.

Find out more about our **Publications & Policies** on our **school website**.

The FNPS commitment to the responsible use of Digital Technologies:

	We provide supervised access to digital technologies. We do this by… ● providing access to educational software, including Google Workspace for Education and software from our Educational Apps List. ● observing guidelines around age restrictions and responsible use of technology. This means students cannot access social media at school. ● supervising students using digital technologies in the classroom, consistent with our duty of care. This includes physical supervision (teachers roaming, students with no backs to walls) and digital supervision (AirServer and/or Apple Classroom). ● providing a filtered internet service that blocks inappropriate content. Full protection cannot be guaranteed, however, we have processes to report and act on inappropriate content.
	We teach cyber safety. We do this by… ● teaching our students to be safe, intentional and responsible users of digital technologies. ● planning and teaching regular and explicit lessons on cyber safety using the Victorian Curriculum and the Digital Technologies Scope & Sequence. ● providing age-appropriate instruction on important digital issues such as cyberbullying. ● teaching & modelling tech expectations. ensuring device screens are visible at all times. ● maintaining our status as a Respectful Relationship Lead school, and an Evolve school.
	We model respect and integrity. We do this by… ● using a restorative approach when managing issues. ● upholding our Mobile Phone Policy that outlines our school's expectations relating to mobile phones and wearable devices during school hours. ● communicating clear expectations about appropriate conduct & consequences for misuse. ● setting clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.
	We promote responsible use. We do this by… ● modelling respectful and responsible online behaviour, i.e. seeking permission from students and parents/carers to publish work. ● using appropriate platforms & apps that meet age restrictions for our students. ● ensuring devices are not used during breaks/ 'Extreme Weather Timetables'/ as 'rewards'. ● ensuring a healthy balance of online and offline tasks. ● ensuring all staff, including CRTs understand, adhere to and promote the expectations.
	We appropriately manage and respond to online incidents. We do this by… ● preventing, responding, and learning from incidents or issues, including cybersecurity incidents, cyberbullying and risks to child safety. ● accessing and/or monitoring files sent or saved on our network, if appropriate & necessary. ● being guided by our Behaviour Matrix and Behaviour Flowchart at all times ● following our Student Engagement and Wellbeing Policy and Bullying Prevention Policy. ● referring suspected illegal online acts to the police.
	We partner with families. We do this by… ● working together with families to support students, and to to understand the digital technology-related issues they may be facing at home. ● supporting families with information and tools, such as fact sheets, webinars, information sessions, newsletter updates, and more. ● communicating policies, procedures, and protocols regularly and via different platforms. ● providing annual parent information sessions on cybersafety and/or digital technologies.

How Parents and Carers can help

To learn more about how to support safe and responsible use of digital technologies at home, the eSafety Commissioner provides resources for parents, and outlines available counselling and support services. The Department of Education has also compiled a parent fact page on 'Safe Socials' for Primary-aged students. We have regular parent information sessions on Digital Technologies at FNPS, which are communicated throughout the year via the school newsletter. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	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.
	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. E.g. - 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. This is especially important for primary- aged and 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/websites that are not suitable for their age group. • Family Sharing' and 'Screen Time' on iPad permit parents and carers to set device restrictions, limit time spent on certain apps, and set up parental controls. • Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	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 any concerns you may have regarding your child's technology use. • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home. Our continuous reporting, progress reports, Instagram and the school newsletter are all great places to find this information.

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.

Parent/Guardian Section

I have read and understand conditions and expectations of the Fitzroy North Primary School Digital Learning Policy and Acceptable Use Agreement (AUA). I understand that failure to follow the expectations of the AUA may result in my child having their privileges suspended or cancelled.

Parent Name: _____

Parent Signature: _____

Date: _____

Approval and review

Created date	4th March 2025
Consultation	Policy and Curriculum Subcommittee and School Council – March 2025
Endorsed by	Endorsed by School Principal- March 2025
Shared with staff	Staff meeting March 2025
Next review date	End 2026 for 2027 school year