

# DIGITAL TECHNOLOGY AT MILL PARK HEIGHTS PRIMARY SCHOOL



## Help for non-English speakers

If you need help to understand the information in this policy, please contact  
Mill Park Heights Primary School  
Tel: (03) 9436 8866  
Email: mill.park.heights.ps@education.vic.gov.au

## Information for parents

### Our commitment to the responsible use of digital technology






At Mill Park Heights 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><b>We set clear expectations</b></p> <ul style="list-style-type: none"> <li>We have clear expectations about appropriate conduct using digital technologies.</li> <li>Our <a href="#">Mobile Phone Policy</a> outlines our school's expectations relating to students using mobile phones during school hours.</li> <li>We have clear and appropriate consequences when students breach these expectations, in line with our <a href="#">Student Wellbeing and Engagement Policy</a></li> </ul>
	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"> <li>We provide access to educational software for students to use. [office 365, google workspace for education, Reading Eggs, Code Monkey, Minecraft, Tinkercad, Comic Life]</li> <li>We create student email accounts which are non-identifiable.</li> </ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"> <li>We supervise students using digital technologies in the classroom, consistent with our duty of care.</li> <li>We use clear protocols and procedures to protect students working in online spaces.</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>We may access and monitor messages and files sent or saved our network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>We refer suspected illegal online acts to the police.</li> </ul>

## 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><b>Establish clear routines</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Requiring devices to be used in a common area, such as a living room or kitchen</li> <li>○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li> </ul> </li> <li>• Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.</li> <li>• <a href="#">Online Safety for Parents</a></li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</li> <li>• Also read T&amp;C for age restrictions</li> <li>• <a href="#">Parent controls – eSafety Commissioner</a></li> </ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"> <li>• Talk with your child about the importance of protecting personal information and recognising online scams.</li> <li>• Encourage your child to talk to you or another trusted adult if they feel unsafe online.</li> </ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"> <li>• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *</li> <li>• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</li> </ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>• Let your child's teacher know about concerns you have regarding their technology use</li> <li>• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</li> </ul>

**\*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](#).

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed (DET)	September 2024
Consultation & Review	School Council December 2024
Approved by	Chris Beare Principal December 2024
Next scheduled review date	December 2026

# Student Acceptable Use Agreement – Years 3 - 6

## Using Electronic Devices at school and at home:

<p><b>Be safe</b></p> 	<p><b>At Mill Park Heights Primary School, we protect personal information and keep safe online.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"> <li>• Not sharing our password or using someone else’s username or password. Logging out of our devices when they are not in use.</li> <li>• Restricting personal information we post online, including images and videos.</li> <li>• Not have a social media account if not of required legal age.</li> </ul>
<p><b>Be respectful</b></p> 	<p><b>At Mill Park Heights Primary School, we are kind and show respect to others when using technology.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"> <li>• Acting with kindness and never bullying others online as any form of cyber bullying will not be tolerated.</li> <li>• Thinking about how our words might make others feel before we say or write them.</li> <li>• Only taking photos or recordings of others when they are aware and have given us permission to do so.</li> <li>• Respect privacy of teachers and other students by not attempting</li> </ul>
<p><b>Be responsible</b></p> 	<p><b>At Mill Park Heights Primary School, we are honest, handle technology with care, and follow school rules.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"> <li>• Handling all devices with care.</li> <li>• Not interfering with devices, school systems.</li> <li>• Not access, use or damage any other person’s work.</li> <li>• Not downloading or using inappropriate programs like games, images sounds etc.</li> <li>• Not using technology to cheat or steal, always acknowledging when we use information sourced from others.</li> <li>• At all times, not to send silly, insulting or rude emails/messages.</li> </ul>
<p><b>Ask for help</b></p> 	<p><b>At Mill Park Heights Primary School, we ask for help if we feel unsure or see something inappropriate.</b></p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"> <li>• We feel uncomfortable or unsafe.</li> <li>• We see others participating in unsafe, inappropriate, or hurtful online behaviour.</li> <li>• We notice any damage to school technologies.</li> <li>• We need help understanding about a digital tool or how it can be used.</li> </ul>
<p><b>1:1 Device</b></p> 	<p><b>At Mill Park Heights Primary School reasonability 1:1 devices</b></p> <p>We do this by:</p> <ul style="list-style-type: none"> <li>• Only use the Netbook at school for learning purposes, under direction from my teachers. Not let anyone else use my device.</li> <li>• Devices will only contain programs and content (images, movies, songs, games) that I have the rights and permissions for as per the Copyright Laws or and that they are for educational purposes only.</li> <li>• Every day I will bring my device fully charged and in case.</li> <li>• If I leave the Netbook at home for more than two days in a row, I must notify the ICT coordinator and I must explain why it is not at school.</li> </ul> <p><b>Ensuring a healthy balance between screen time and offline activities at school and home.</b></p>

**Support for students:**

The e-safety commissioner’s [eSafety kids](http://www.esafety.gov.uk) page has helpful information to help you stay safe online.

## RESPONSIBILITY

It is the responsibility of parents and students to ensure students are aware of this policy and that they understand its' content and the possible disciplinary action that may be taken due to any infringements that occur.

Mill Park Heights Primary School is committed to educating students on the correct way to participate in using the netbook and online communities. It is the responsibility of the MPH staff to ensure students are aware of the potential risks when using the internet and are able to access the internet safely and responsibly.

The following actions will be taken against students who do not abide and or breach the Acceptable Use Agreement.

### First Step:

Students will not be allowed to use the devices for a period of 1 week.

### Second Step:

Students will be banned from the devices for a period of two weeks; parents will be contacted in regard to the negative behaviour.

### Third Step:

Students will not be allowed to use the devices for a period of a term; the student's netbook/device access will be revised.

### Fourth Step:

Students ICT access will be revoked completely, and the below agreement will need to be signed and agreed to by both the student and parent.

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We have read, discussed and agree to the Acceptable Use Agreement and understand that breaking any of the above can result in my exclusion from the Netbook program, or any other consequence, subject to the Principal or Nominee i.e. (suspension or expulsion).

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# My ideas on safe and responsible online behaviour

## Foundation to Year 2

**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 **[insert date]**.
- Completed agreements are to be handed to teacher or ICT department

## Student Agreement

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

I understand and commit to uphold the expectations on me as a student at Mill Park Heights 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.
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I will continue to learn about how to use digital technology in a safe and responsible way.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/carer acknowledgement

Parent / Carer Name: : \_\_\_\_\_

Parent / Carer Signature: : \_\_\_\_\_

Date: : \_\_\_\_\_

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

