








## Information for parents

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






At Glen Iris 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 and Wearable Device 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.</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> </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> </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](#).

### Support for students:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.

## What we expect

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

### At Glen Iris Primary School, we protect personal information and keep safe online.

When I use digital technologies and the internet I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

#### Be safe



- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself
- stop to think about what I post or share online
- use spaces or sites that are safe for my age and if I am not sure I ask a trusted adult
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- log out of devices when they are not in use.

### At Glen Iris Primary School, we are kind and show respect to others when using technology.

When I use digital technologies and the internet I **communicate respectfully** by:

#### Be respectful



- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator
- only taking photos or recordings of others when they are aware and have given us permission to do so.

### At Glen Iris Primary School, we are honest, handle technology with care and follow the school rules.

#### Be responsible



I 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 mobile phone or wearable device during school hours
- Ensuring a healthy balance between screen time and offline activities at school.

### At Glen Iris Primary School, we ask for help if we feel unsure or see something inappropriate.

#### Ask for help



I do this by talking to a teacher or a trusted adult if:

- I see something that makes me feel upset or if I need help
- someone is unkind to me or if I know someone else is upset or scared
- I feel uncomfortable or unsafe
- I see others participating in unsafe, unhelpful, or hurtful online behaviour
- I notice any damage to school technologies
- I need help understanding about a digital tool or how it can be used.

## 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...)



## Year 5/6 1:1 iPad Program Agreement Information

In 2025, Year 5 and 6 students will once again be provided with an iPad to enhance their learning experiences. Glen Iris Primary School has a strong commitment to preparing students for the future and believes that ICT plays a significant role in twenty-first century learning. Children in 5/6 will be provided with a loan iPad for educational use during school time, and the opportunity to take the iPad home for continued educational benefit. Families wishing to take up this offer must read the following information and agree to the terms in the Student Agreement and Parent Agreement for iPad Use.

### Ownership

1. The iPad is **on loan** and as such Glen Iris Primary School retains ownership of the iPad at all times.
2. The iPad is supplied for the predominate use by the student. They are responsible for **all information and content on the device**, which will be monitored by the school.
3. The iPad is to be used in ways that are **educational and appropriate**, as directed by the student's teachers.
4. The student must bring the iPad **fully charged** to school every day. Charging will not be available at school. Chargers should be left at home.
5. The iPad should be brought to school each day and **stored safely** at recess, lunch and during Specialists classes, unless advised to bring iPads to these specific classes.
6. The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be stored in the **secure area** provided when not in direct use.
7. The iPad **will not be taken outside** without the direct permission of a teacher either during class time or recess or lunchtime.
8. Teaching staff have **the right to look** at any application or file on the iPad at any time.
9. Students **must not put a password** on their iPad.
10. Students should have **no expectation of privacy of materials** found on the iPad.
11. Failure to bring the iPad to school **does not release the student from their responsibility** for class work.
12. iPads **must remain free** of any writing, drawing, stickers, or labels.
13. Students are **not permitted to delete apps**.
14. All students should recognise and **guard their personal and private information**. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.
15. Glen Iris Primary School makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from **deletion or corruption**, accident or otherwise.
16. The iPad must return to the student's **home** at the end of each day.
17. The iPads are not to be taken out of school bags **before entering the classrooms** at 8.50am.
18. At the completion of Year 6, or if the student leaves Glen Iris Primary School prior to completing Year 6, the iPad and charger (if borrowed) **must be returned to the school in good working order**.
19. The school recommends that when using the iPad at home it is used in a **family or common area** and not in the bedroom.
20. Parents are responsible for **supervising their child's use** of the iPad when not at school.
21. Glen Iris Primary School **reserves the right** to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy.

### Care and Maintenance of the iPad

1. The care of the iPad is a **student's responsibility**.
2. **Never leave an iPad unattended**. When not in your personal possession, the iPad should be in a secure, locked environment.
3. As the iPad is intended for daily use, iPads must be **charged nightly** so it is ready for use every day. Do not leave your iPad at school overnight.
4. The iPad must always **remain in a protective case**. If a student does not have a personal case, they will be granted one by the school.
5. Students should **not lend their iPad** to another person. Each iPad is assigned to an individual student and the responsibility for the care of the iPad solely rests with that student.
6. The iPad is an electronic device and **care must be exercised** when handling the iPad. **Never** throw or slide the iPad or a book bag that contains an iPad. **Never** carry the iPad in the same school bag compartment as your lunchbox and drink bottle. **Avoid** placing weight on the iPad.
7. **Avoid** applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. **Avoid** getting moisture in the openings. **Do not** use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
8. While the iPad is scratch resistant, **the iPad will scratch**. **Avoid** contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
9. **Never** expose an iPad to **long-term extremes in temperature or direct sunlight**. Do not store your iPad in a car.
10. Your iPad comes with ports for charging and other accessories. **Care must be exercised** when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
11. Each iPad has a **unique serial number** and identification sticker. At no time should these numbers or stickers be modified or removed.
12. **Do not** attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the classroom teacher as soon as possible. iPad repair/replacement options will be determined by the appropriate staff.

### Damage or loss of equipment

1. All iPads and batteries are covered by a **manufacturer's warranty**. The warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage.
2. Any **problems, vandalism, damage, loss or theft** of the iPad must be reported immediately to the School.
3. In the case of suspected theft a **police report** must be made by the family and an event number provided to the School.
4. iPads that are damaged or lost by neglect, abuse or malicious act, will require **reimbursement**. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to an iPad for home use.
5. Students will be required to **replace** lost or damaged chargers/covers.

## 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 \_\_\_\_\_
- Completed agreements can be returned to your child's classroom teacher.

## Student Agreement

\_\_\_\_\_  
(Student name)

I understand and commit to uphold the expectations on me as a student at Glen Iris 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.

