



Information for parents

Our commitment to the responsible use of digital technology

At Falls Creek 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>We set clear expectations</p> <ul style="list-style-type: none"> • We have clear expectations about appropriate conduct using digital technologies. • Our Mobile Phone Policy 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.
	<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 cybersafety and cyberbullying.
	<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 they are facing at home. We support them with information and tools that help.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> • We provide access to educational software for students to use, such as Essential Assessment, PAT, Mathletics, Epic!, Reading Eggs, Reading Doctor, Google Classroom, and Canva. • We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> • We actively 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 on our network, if necessary and appropriate.
	<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. • We refer suspected illegal online acts to the police.



Digital technology at Falls Creek 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.

	<p>Establish clear routines</p> <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.
	<p>Restrict inappropriate content</p> <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).● Falls Creek Primary School recommends that all students under the age of 13, should NOT have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Snap Chat, Twitter, TikTok etc.
	<p>Talk about online safety</p> <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.
	<p>Model responsible and balanced technology use</p> <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.
	<p>Work with us</p> <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 Falls Creek Primary School

For students



What we expect

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

Be safe



At Falls Creek, we protect personal information and keep safe online.

We do this by:

- Protecting passwords and not sharing them with anyone except my parents or teacher.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online about ourselves and other people. This includes full name, photo, birthday, address, phone number, images and videos.
- To never meet anyone in person that has been met online without parents' permission.
- To immediately tell a teacher if you accidentally encounter on your, or any other computer, anything which I know is inappropriate or makes me feel uncomfortable

Be respectful



At Falls Creek 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 Falls Creek Primary School, we are honest, handle technology with care and follow the school rules.

We do this by:

- Handling devices with care, safely and responsibly transporting devices and equipment around the school and not eating or drinking near devices.
- To only use devices with a teacher's permission and to follow their instructions. Only opening files that are yours or that a teacher has told you to open.
- To keep the settings of the devices as you find them and not to alter screensavers, wallpaper or the way the desktop is arranged, or delete or move apps.
- Not interfering with devices, school systems, or other students' work.
- Not to install any software on school devices or new apps unless instructed to by a teacher.
- Not to log into the school devices using personal Google ID.
- 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.

Ask for help



At Falls Creek 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.



Digital technology at Falls Creek Primary School

My ideas on safe and responsible online behaviour

Your task:

- Talk with 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 Falls Creek 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 it by the end of the week 4.
- Completed agreements must be given to your classroom teacher.

Student Acceptable Use of Digital Technologies Agreement 2024

(Teacher's full name)

acknowledges the commitment of

(Student name)

to display the school values and be a safe and responsible user of digital technologies according to the details mentioned in the FCPS Acceptable Use of Digital Technologies Agreement.

I understand and commit to uphold the expectations on me as a student at Falls Creek 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.

Breaking any of the rules stated in this agreement will result in the withdrawal of my computer privileges for a period of time set by my teacher or school Digital Technology leader.

Student's signature (write your name)

Teacher signature

Date

Digital technology at Falls Creek Primary School



Parent/carer acknowledgement

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to): school owned ICT devices (e.g. desktops, laptops, printers, scanners), mobile phones, smartwatches and student owned devices at school

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, and extracurricular activities.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that my child is under the age of 13, therefore SHOULD NOT have a social media account or use such social media apps or sites as Facebook, Tik Tok, YouTube, Instagram, Kick, Snapchat, Twitter, etc.

I understand that there are actions and consequences established if my child does not behave appropriately.

I have discussed this agreement with my child and agree that any breaking of the rules will result in a negotiated consequence set by my child's classroom teacher, digital technology leader and/or school principal team.

Print Parent/Guardian Name 1: _____

Parent/Guardian Signature 1: _____ Date: _____

Print Parent/Guardian Name 2: _____

Parent/Guardian Signature 2: _____ Date: _____

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

