

Watsonia Heights Primary School: Prep to 4



Watsonia Heights Primary School Statement

At Watsonia 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 recognize 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 personalized experiences, while ensuring a balance with offline learning opportunities. Our school supports the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our school's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe, intentional and responsible users of digital technologies;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning, consistent with our duty of care;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- We may access and monitor messages and files sent or saved on our network, if necessary and appropriate;
- Use online sites and digital tools that support students' learning through access to educational software;
- We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risk to child safety and that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and

the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [eSafetyParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

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.

***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](#).

Student declaration



When I use digital technologies, I **communicate respectfully** by:

- 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 feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, 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:

- 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.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- 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
- am careful with the equipment I use.
- will only use my iPad as part of my education, when instructed by my teacher;
- will only access school approved apps and websites whilst at school. All other apps and programs will be closed for use at school e.g. music, angry birds;
- will not use my iPad before or after school whilst on school grounds, or during lunch and recess;
- will only send messages if I have the teacher's permission.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw...)

Watsonia Heights Primary School Prep to 4 – Student Agreement

Watsonia Heights Primary School Student Agreement – Prep to 4



(principal or teacher)

acknowledges the commitment of

(student)

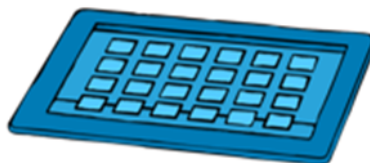
**to being a polite, safe, responsible and ethical user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date



Watsonia Heights Primary School – Prep to 4



1-to-1 devices:

When students are required to have their own iPad (bought or leased) they must:

- be brought to school in a protective case
- have at least 10 GB of storage
- operate on version High Sierra 10.0 or later
- have the schools required Apps as listed on the student iPad App list
- have the student's name on the cover and on the home screen
- not contain age inappropriate/ explicit apps, movies/shows, music, etc.
- not contain a sim card

For Department of Education and Training (DET) or school-owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

MICROSOFT OFFICE 365 EDUCATION - PRIVACY INFORMATION AND CONSENT FORM

Watsonia Heights Primary School is about to commence use of Minecraft Education, under the umbrella of Office 365 Education in the classroom. Office 365 Education is an internet based service provided by Microsoft for educational purposes only.

Consent for Microsoft to access specific personal information of your child

We seek your consent for your child to use the above stated Office 365 Education online services. To enable your child to sign-on and access these services, Microsoft require access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Microsoft Online Services Terms and privacy information can be found by clicking on the links:

<https://www.microsoft.com/en-us/trustcenter/privacy/privacy-overview>

<https://www.microsoft.com/en-us/licensing/product-licensing/products>

Providing a safe online environment

Use of Minecraft Education will be subject to classroom supervision during school hours. A 'Report Misuse' facility will be provided for students to report unacceptable behaviour. A member of staff will address the issue during school hours.

Student responsibilities when using online services

When using Office 365 Education - Minecraft, students continue to be responsible for their behaviour as outlined in our school's Acceptable Use Agreement - ICT – CODE OF PRACTICE.

Acknowledgement and Consent for student use of online services

By signing and returning this form you acknowledge, consent and confirm that:

- You have received and read this Privacy Information and Consent Form – Office 365 Education.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

I have read the information about the online services and hereby consent for my child to access the online services:

Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____