Digital technology at Wycheproof P12 College

STUDENT NAME: _____

Acceptable Use Agreement (AUA) for all students at Wycheproof P12 College

About this AUA

This AUA includes information for parents and students about digital technology at our school, outlines behavioural expectations for students, and gives students an opportunity to agree to uphold these expectations. It is structured in two parts as follows:

- **For parents:**
  - **Our commitment** – Our school's commitment to the responsible use of digital technology.
  - **What we do** – Our school's actions to ensure the responsible use of digital technology.
  - **How parents and carers can help** – Information and suggestions for parents and carers.
  - **Personal devices at Wycheproof P12 College** – most students will use school owned devices. This advice is for students that bring their own personal computer to school.
- **For students:**
  - **What we expect –** Our school's behavioural expectations for students.
  - **My ideas on safe, intentional and responsible online behaviour** – For students to complete.
  - **Student declaration** – For students to sign and return to the school.

Guidance for schools

Schools must develop an AUA outlining student behavioural expectations regarding the safe, intentional and responsible use of digital technologies.

School's must communicate behavioural expectations regarding the safe, intentional and responsible use of digital technologies to students. Schools are encouraged to do this by sending AUAs to students and their families and publishing a copy on their school website. This AUA can help to build student digital literacy skills and highlight the importance of respecting others and protecting information online.

In certain cases, such as with very young (e.g. Prep to Year 2) students, students with additional learning needs, or students facing language barriers, schools may need to adapt their AUAs, or adopt alternative methods suited to their students' capabilities while still addressing behavioural expectations.

Schools are encouraged to:

- adapt and use this AUA to outline expectations.
- involve students in the process of developing and communicating this agreement.
- align this template with their school's Student Wellbeing and Engagement policy and securely retain agreements that have been signed by students.
- notify the school community about the online services used.
- publish the AUA on the Wycheproof P12 College website.

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Information for parents

Our commitment to the responsible use of digital technology

At Wycheproof P12 College 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

	We set clear expectations • 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**.
	We teach appropriate conduct • 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. Wycheproof P12 College uses materials and content from the CYBERSAFETYPROJECT and eSafety kids to teach all students how to be responsible, safe, etc. This is specifically taught across various curriculum areas Prep to Year 12 and through other opportunities such as assemblies and school publications.
	We partner with families • 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. Wycheproof P12 College will ensure all students have free access to the digital technologies they need to fulfil the requirements of the Curriculum, in accordance with the Parent Payments policy.
	We provide access to technology • We provide access to educational software for students to use this includes MICROSOFT WORD, EXCEL, POWERPOINT and other DE approved programs. • We create student email accounts which are non-identifiable.
	We supervise digital learning • We 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.
	We take appropriate steps to protect students • 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 our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents • 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.

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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.
	• *Wycheproof P12 College recommends parental restrictions on access to social-medial platforms for all primary aged children.*

	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). • *Wycheproof P12 College recommends parental restrictions on access to social-medial platforms for all primary aged children. (CONSULTATION with community)*
	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.

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For students

Student Coordinators should discuss this section with students.

What we expect

Below are our expectations of students at Wycheproof P12 College when using digital technologies.

Be safe

At Wycheproof P12 College, we protect personal information and keep safe online.

We do this by:

- Not sharing our password or using someone else's username or password.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online, including images and videos.

Be respectful

At Wycheproof P12 College, 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 Wycheproof P12 College, we are honest, handle technology with care and follow the school rules.

We 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 our mobile phone during school hours.
- Ensuring a healthy balance between screen time and offline activities at school.
- Making sure the computer is fully charged each morning.
- It is carried to school with appropriate care in a carry case and stored in a charging station when not in use.
- any physical device damage is immediately reported and if necessary, repaired.
- when using any of Wycheproof P12 College's digital devices at home, the use must be for educational purposes only.

Ask for help

At Wycheproof P12 College, 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.

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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…)

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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 to the school. **Thanks.**
- Completed agreements can be dropped at the front office or given to your classroom teacher

Student Agreement

_____

(Student name)

I understand and commit to uphold the expectations on me as a student at Wycheproof P12 College 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.