



Aberfeldie Primary School

ACCEPTABLE USE AGREEMENT 2025

At Aberfeldie 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.

This document is aligned to the following Department of Education Policies:

- [Digital Learning Policy](#)
- [Digital Technologies - Responsible Use](#)

This document is structured in two parts:



1. For parents:






- **What we do** – Aberfeldie Primary Schools actions to ensure the responsible use of digital technology.
- **How parents and carers can help** – Information and suggestions for parents and carers.
- **Year 3-6 Bring Your Own Device Program** – An overview of the program, digital requirements, school app list and a parent/carer checklist for setting up devices for school use.

2. For students:

- **What we expect** – Your 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.

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. These expectations are school wide and consistent across all classrooms. Students engage in explicit lessons on these expectations at the start of the year, and this is displayed and reviewed in the classroom regularly.• Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours. The term <i>mobile phone</i> includes 'smart watches' with text/call features. Please see this policy on the website if your child has a mobile phone or smart watch.• We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy and SWPBS Minor and Major Behaviour Consequence Continuum.
	<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.• We utilise a range of curriculum programs such as Bullystoppers, eSafety Curriculum, and Resilience, Rights and Respectful Relationships.

	<ul style="list-style-type: none"> • There is a whole school scope and sequence for digital safety outlining specific lessons each cohort will conduct each term, in line with the Victorian Curriculum. • Where we can, Aberfeldie PS engages with expert external services to run student lessons, information talks and incursions. Currently we have utilised the eSafety Commission, ThinkUKnow, the Australian Federal Police and Victoria Police.
	<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 families by providing information and tools to support their children through our newsletter, website and policies. • We organise parent/carer information evenings from external services to provide expert advice to parents and carers.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> • We provide any Year 3-6 student without a device, with a school iPad. • We provide access to educational software for students to use such as Google Classroom & Apple Classroom. • We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> • We supervise students using digital technologies in the classroom, consistent with our duty of care. • We utilise Apple Classroom. Apple Classroom gives “eyes” to the teacher to see what every student is doing on their device, what Apps they are using, if they are off task and need refocusing, share student screens to display work to peers, group students by task or level and temporarily lock students out from using iPads when attention needs to be focused back to teacher instruction. By enabling Apple Classroom, teachers can see all student devices from their own device. Classroom gives teachers a meaningful window into how students work and learn during a lesson, enabling teachers to see if any students are struggling and need extra help or provide quick information to parents on student’s progress. • 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 any student 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 respond to online incidents following the SWBPS minor/major whole school expectations. All major breaches will be recorded and communicated with parents/carers. • 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.

How Parents/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
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	<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 student 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). • Research apps before allowing your child to download them, including checking the minimum age requirements. This is especially important for all social media apps including SnapChat, TikTok, Facebook, Instagram, Reddit & Discord, which have higher risks associated.
	<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 & 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](#).

Year 3-6 Bring Your Own Device (BYOD) Program

Aberfeldie Primary School operates a Bring Your Own Device (BYOD) program for Years 3-6. Parents/carers are invited to purchase or supply a device for their child to bring to school. Below are the details and requirements for this device. Any student without their own personal device, will be provided with a device at school, which must be kept at school for the duration of the year.

Technical specifications for BYOD devices

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at Aberfeldie Primary School, please ensure that it complies with the following specifications:

- Apple iPad (no other tablets or devices can be utilised)
- Please ensure the iPad is compatible with the latest iOS (the newest software update), so it works well with all current apps and features.

Device Requirements:

- The iPad must be able to update to the latest iOS (only very old iPads may have difficulty).
- The iPad must be in a **protective case** with a **screen protector**.
- The iPad must have at least **32 GB of storage**.
- The iPad is accessed by a **password** known by the student and parents only.
- The iPad has your child's own Apple Account and is not signed into a parent account. Instead, families should set up Family Sharing (more details below).
- The iPad should be **insured** by the parents/carers. Please note that schools do not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.
- Parents are **strongly encouraged to avoid placing a sim card** in a students iPad as this can bypass the network and allow access to inappropriate content.

Additional Requirements:

When bringing a personal device to schools, students must ensure that:

- it is **fully charged** each morning (charging will not occur at school).
- it is carried to school inside students' school bags and not taken out before the bell.
- any physical device damage is repaired.
- is always on 'do not disturb' and 'airplane mode' to block any potential messages, notifications or external calls from disrupting learning.
- it is clearly labelled with the student's name and class

Supports and services provided

Aberfeldie Primary School will provide the following technical support services for personal devices brought to school:

- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account for Year 5-6 students.

















Setting Up Your Child's Apple Device

Apple strongly recommends that children under 13 years of age have their own Apple Account, set up by the parent or guardian. Apple strongly discourages sharing your Apple Account with your child as it can give them unwanted access to your personal data and information. By creating your child's own Apple Account, you can easily set age-based parental controls, and enable Family Sharing, Messages, the App Store, and other Apple services. See the links below for instructions:

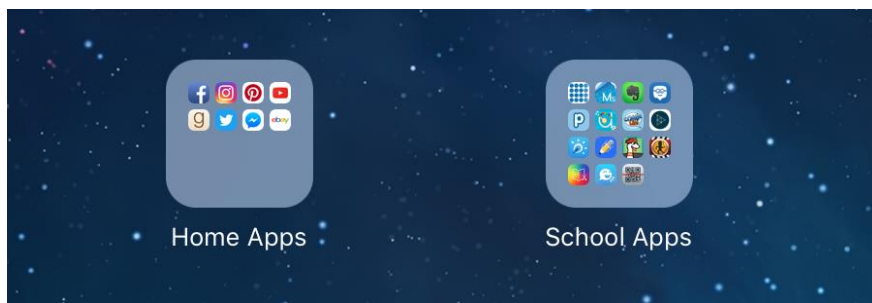
- [Set Up an Apple Account for my Child](#)
- [Set Up Family Sharing](#) and enable [Parental Controls](#) Once Family Sharing is enabled, you will be able to: limit screen time, see your child's location, set up 'Ask to Buy', restrict any inappropriate content/websites, monitor your child's digital activity and enable the 'Communication Safety Feature' which protects children when/if they attempt to receive/send photos or videos that contain nudity.

Apps for BYOD iPads

Parents/Carers are required to install the below apps on the students iPad. (if parents do not have Wi-Fi access at home, the school will assist with this process in Term 1). The apps that have been selected have been used with our school iPads and with our current Grade 3-6 students.

 <p>Google Classroom Free</p>	 <p>Google Documents Free</p>	 <p>Google Slides Free</p>	 <p>Google Sheets Free</p>
 <p>Google Drive Free</p>	 <p>Pages Free</p>	 <p>Keynote Free</p>	 <p>iMovie Free</p>
 <p>CLASS Seesaw Free</p>	 <p>Hopscotch Free</p>	 <p>Scratch Jr Free</p>	 <p>Sphero Edu Free</p>
 <p>Apple Calendar Free</p>	 <p>Popplet Small Cost or Free (Lite)</p>	 <p>Pic Collage EDU Free</p>	 <p>Sketchbook Free</p>

To ensure students are not tempted to access non-approved apps during school time, we ask that you sort your child's apps into the two categories: School Apps & Home Apps.



Checklist for Parents/Carers:





1	The device is the correct brand (Apple) and can update iOS	•
2	The device has a screen cover.	•
3	The device has a protective cover.	•
4	The device is insured by parents/ carers (optional).	•
5	The device's Apple ID is my child's (recommended for under 13) and not my own.	•
6	Apple Family Sharing & Parental Controls are enabled.	•
7	The device has a passcode that only my child and I know.	
8	I have downloaded all Apps set out in this document.	•
9	I have sorted the apps in two folders - 'Home' and 'School'.	
After the Acceptable Use Agreement is Sent Home (first week of school)		
10	I have read through the student expectations with my child.	•
11	I have signed the Acceptable Use Agreement and checked that my child has also signed it.	•
12	I have returned the Acceptable Use Agreement to school.	•

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Assistant Principal or Principal.



Student Digital User Agreement 2025

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

<p>Be Respectful</p> 	<p>At Aberfeldie Primary School, we are kind and show respect when using technology.</p> <p>We do this by:</p> <ul style="list-style-type: none"> • Being kind to others online. This means we never bully others online and we think 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. • Keeping private information, private. We ask others permission before sharing others' information or photos online or to others. • Taking care of our own and others devices. This means we only touch or use other students' devices when given permission.
<p>Be Responsible</p> 	<p>At Aberfeldie Primary School, we are responsible which means we are honest, handle technology with care and follow the school rules.</p> <p>We do this by:</p> <ul style="list-style-type: none"> • Only using school approved apps teachers have instructed us to use. This means we do not use or open games, message apps, social media or any other home apps whilst at school. • Only using a device when instructed to by a teacher. This means we do not use our iPads when a teacher has not asked us to and we do not go on websites or apps that we have not been instructed to use. • Handing in mobile phones, including smart watches with text features, to the school office each morning. These must be switched off. • Storing our iPads safely. When not in use, iPads are stored in the allocated tub and not on desks, in bags or in lockers. • Keeping our iPads in our school bags before and after school, until we leave the school site or enter class. • Protecting our devices by always having a cover and protective screen.
<p>Try Your Best</p> 	<p>At Aberfeldie Primary School, we put in effort and aim to be our best selves.</p> <p>We do this by:</p> <ul style="list-style-type: none"> • Staying on task when working digitally. This means we do not use technology to cheat or to access other students' work or material. We also do not search or go on websites that the teacher has not instructed us to access. • Reporting all inappropriate material to a teacher or trusted adult. • Being cybersafe. This includes not sharing or using anyone else's password, only talking to people you know, not sharing information and thinking before clicking send.
<p>Ask for help</p> 	<p>At Aberfeldie Primary School, we ask for help if we feel unsure or see something inappropriate.</p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"> • 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.

Consequences:

Breaching or breaking the expectations above may result in consequences, such as:

- Removal of the iPad & digital privileges at school.
- Removal of internet access.
- Referral to Leadership, especially if the behaviour includes bullying, stealing, cheating or damage.
- Parent contact and meeting
- Reporting to police if the behaviour involves illegal activity.

Student Task: My ideas on 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 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...)



Try my Best - I put in effort when working digitally. 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

- Upon taking this home, students are to speak with their parents/carers about these expectations prior to signing the agreement.
- Complete the agreement, including parent/carer acknowledgement and return it by 10th February
- Students cannot use digital technology (their own, or the schools) until this agreement is returned.
- Completed agreements must be returned to the classroom teacher.

Student Agreement

(Student name)

I understand and will meet the expectations of me as a student at Aberfeldie Primary School when using digital technology.

I will:

- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **try my best** by focusing and putting in effort when working digitally.
- **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

I understand the school policy (on Compass & website) and the expectations of my child. I acknowledge my child's commitment and will support them to safely use and learn about digital technologies.

Parent/carer name

Parent/carer signature

