

## Whittlesea Primary School profile statement

At Whittlesea Primary School we support 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 Wellbeing and 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 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 in the classroom;
- 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](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents 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 care-givers 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](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](#)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Safe, responsible and behaviour

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
- 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.

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...)

## Student agreement/license

### Student Digital License

\_\_\_\_\_

(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

## Bring-Your-Own Devices Program

### Ownership and insurance

It is the student's responsibility to ensure that the BYOD Device is looked after. Like all personal items bought to school the school has no liability for damage or loss of any personal items bought to school. As this program is new to Whittlesea Primary School we look forward to shaping the program as we grow and learn together.

Please note that our school does not have insurance to cover accidental damage to student devices, although this can be purchased by families alongside the device through our EduNet portal: [whittleseaps.technologyportal.com.au](http://whittleseaps.technologyportal.com.au)

### Damage or loss of equipment

The student will be responsible for their own device. Names should be clearly labelled. Devices will be stored in the classroom during lunch, recess and when students are in specialist classes unless they are required. Whittlesea Primary School takes no responsibility for any loss or damage incurred to personal owned devices either at school or in transit to and from school and insurance is the responsibility of the family. Any issues with the device are the responsibility of the student/family to resolve.

### General care

1. Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment etc.
2. Use both hands when carrying the device.
3. Always put the device in a safe place when it is not being used.
4. The device may be damaged by water. Keep it away from drinks, other liquids and rain.
5. Don't drink or eat while using the device.
6. Clean the device with a soft lint free or microfiber cloth. Never use cleaning liquids.
7. Take care when inserting and removing cords to the device. Never force cords in as it may cause damage.
8. Do not expose the device to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.

### Internet

Only the wireless internet gateway provided by the school is to be used. 3G and 4G networks are not to be used.

### User responsibilities

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Whittlesea Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

Whittlesea Primary School is registered as an eSmart school. This is a whole school program designed in conjunction with the Education Department and the The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program which students are expected to meet the guidelines. This program will develop throughout the year.

The use of the device at school is a privilege. Inappropriate or unauthorized use of the device at school may result in this privilege being removed. The device is to be used in accordance with our Digital Technologies Policy. The student must agree to the following conditions:

1. I will follow all of the rules as stated in the Whittlesea Primary School Digital Technologies Policy.
2. I will take good care of my device.
3. I will only use the device during class time when allowed by the classroom teacher.
4. I will only use apps/software with the permission of my teacher.
5. I will not use the device during recess or lunchtime, unless I have permission from my teacher during inside play.
6. I will not remove the device from the classroom without the teacher's permission.
7. I will take care when transporting my device to and from school. I will not drop, kick or throw my school bag when it contains my device.

8. I will use my device in ways that are appropriate, meet school expectations and are educational.
9. I agree that any inappropriate use of the device will result in school discipline that may include the confiscation of the device for the remainder of the day, loss of the privilege to use the device at school or school suspension.

Inappropriate use includes but is not limited to:

- a. Visiting inappropriate websites
  - b. Possessing inappropriate material including pictures, music and videos
  - c. Using inappropriate apps
  - d. Unauthorised use of the device
  - e. Using the camera to take pictures or videos without the teacher's permission
10. I will not download any apps, music or videos at school without a teacher's permission.
  11. I understand that apps/software downloaded for personal use are not to be accessed at school.
  12. I will bring the device to school each day fully charged. I understand I will not be able to charge my device at school.
  13. I am aware that photos and videos of other people taken on my device may not be uploaded to the Internet without their permission.

## Family Responsibilities

1. It is expected that the device will be brought to school each day and will be available for school related work by the student at home.
2. Parents/guardians are responsible for monitoring their child's use of the device/internet at home. A family discussion and agreement is recommended.
3. Parents/guardians are responsible for downloading the school required Edustar apps/software on the device if the device was not purchased through the WPS EduNet Portal.
4. All material on the device should be legally licensed and suitable for a primary school aged child.
5. A device with illegally sourced/pirated software will not be added to the school network. If a device is discovered to have illegally sourced/pirated software at a later stage then it will not be able to be used at school until it is restored to a standard state.
6. The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack.
7. Parents/guardians should notify the classroom teacher if their child is unable to bring the device to school.

## Signature

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

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: \_\_\_\_\_ Date: \_\_\_\_\_

School contact name for support: **Jake Leslie** contact #: **9716 2140**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_