



DIGITAL TECHNOLOGY AT MIRBOO NORTH PRIMARY SCHOOL

Acceptable Use Agreement

INFORMATION FOR PARENTS

Our commitment to the responsible use of digital technology






At Mirboo North 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

	We set clear expectations <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.
	We teach appropriate conduct <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. At Mirboo North Primary School, we use resources and lessons from the eSafety Commissioner website: safety.gov.au
	We partner with families <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.
	We provide access to technology <ul style="list-style-type: none"> We provide access to educational software for students to use. Microsoft 365 is provided to all students. Some of the products we use include Microsoft Word, Microsoft Powerpoint, Microsoft One Drive and Minecraft Education Edition We create student email accounts which are non-identifiable.
	We supervise digital learning <ul style="list-style-type: none"> 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 <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 our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents <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.

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><i>Establish clear routines</i></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><i>Restrict inappropriate content</i></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).
	<p><i>Talk about online safety</i></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><i>Model responsible and balanced technology use</i></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><i>Work with us</i></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**.

For students

What we expect

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

Be safe 	At Mirboo North Primary School, we protect personal information and keep safe online. We do this by: <ul style="list-style-type: none">• 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 Mirboo North Primary School, we are kind and show respect to others when using technology. We do this by: <ul style="list-style-type: none">• 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 Mirboo North Primary School, we are honest, handle technology with care and follow the school rules. We do this by: <ul style="list-style-type: none">• 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.
Ask for help 	At Mirboo North 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: <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.

Support for students

The e-safety commissioner's [**eSafety kids**](#) page has helpful information to help you stay safe online.

REVIEW CYCLE

Policy last reviewed	31 st July, 2025
Approved by	Principal School Council
Next scheduled review date	July 2027



Mirboo North Primary School

Digital Technology

Student Agreement

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 **(insert date)**
- Completed agreements can be dropped at the front office or given to your classroom teacher

(Student name)

I understand and commit to uphold the expectations on me as a student at Mirboo North Primary School when using digital technology.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending an e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Not use the internet to frighten, tease, bully or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

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 and signature)

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



For parents and carers

Support to keep your children safe online

This guide provides tips and resources for parents, carers and families to support children to be safe when using social media.

Primary school aged children and social media

Parents and carers play a key role in guiding their children as they navigate the online world and begin to learn through exploration, play and social interaction.

Parents and carers can prepare their primary school aged child to be safe on social media even if they don't use it yet. You can do this by building good online habits and staying informed about online safety.

You can learn more how to help your child begin their online journey on the [eSafety Commissioner's website](#).

You can also learn about the range of social media, games, apps and sites in the [eSafety Guide](#), including what all the apps are, their minimum age requirements, how to protect personal information and how to report content within the apps themselves.

Supporting positive and safe online experiences for your child

There are a range of resources available to support you to support your child to have a safe experience online.

- The [eSafety Commissioner's website](#) provides:
 - [eSafety parents](#) page including: information [on how to have hard conversations about tricky topics](#) like cyberbullying or seeing pornography.
 - [webinars](#) to give parents/carers the knowledge, skills and tools to support safe online experiences including supporting primary schools children to understand consent and online boundaries and how to support your child with online gaming.
 - [family friendly videos and advice sheets in multiple languages](#) to support your family stay safe online, getting started with social media, safer online gaming and getting help when your child is bullied online.
 - [eSafetykids](#) page with child friendly information you can share with your child including what to do when someone is being mean online, being safe online, sharing photos and personal information online.
- [Bully Stoppers](#) provides dedicated resources on [cybersafety and cyberbullying](#) for primary aged students and a dedicated resource page for [parents](#). You can also access [cyberbullying advice sheets](#) for concerned adults through Bully Stoppers.
- [Alannah and Madeline Foundation](#) provides [DigiTalk](#), an online safety hub for parents. It includes resources on topics such as becoming a screen smart family, navigating online bullying, and choosing, protecting and engaging with games for children.
- [Raising Children Network](#) provides resources for parents of primary school children on topics like healthy screen time, digital family life, digital play and learning and online safety.

Signs a child or young person might need support

A child's online activity might have a negative impact on them if they don't also have a healthy balance of offline activities. Sometimes, your child might show signs that they are having negative online experiences or that they are being bullied.

Your child may not tell you if an online 'friendship' or situation has become compromising or difficult. They may feel embarrassed or ashamed, or afraid it might make things worse.

Be alert to changes in your child's behaviour or mood. Watch for signs of withdrawal, anxiety, sadness or changed interactions with family or friends.

Signs can include:

- less interest in social activities like meeting friends or playing sport
- not doing so well at school
- tiredness, sleep disturbance, headaches, eye strain
- changes in eating patterns
- reduced personal hygiene
- obsession with particular websites or games
- extreme anger when being asked to take a break from online activity
- appearing anxious or irritable when away from the computer
- becoming withdrawn from friends and family

You can learn more about warning signs of bullying on [Bully Stoppers](#) and [warning signs of grooming](#) on the eSafety Commissioner's website.

What to do if your child experiences something unsafe online

There are many ways that parents can raise a concern or get help if there is an incident.

- You can talk to your child's school about any concerns you might have or if something has happened. Schools have policies and processes that can help. They can also work with you to make sure that your child gets extra support if they need it. Contact your child's teacher or the school's wellbeing team to start. Read more about talking to your school on [Bully Stoppers](#).
- If your child has been involved in an online incident it is important that you work together with your school to provide your child with the support they need. Learn how to help your child after an online incident on the [eSafety Commissioner's website](#).
- You can contact the eSafety commissioner for advice and to [report abuse](#). The eSafety reporting system helps parents of children who experience serious cyberbullying and image-based abuse by working with platforms to have the content removed.
- If someone is contacting your child and this contact is unwanted or makes them feel uncomfortable, there are things you can do to help. Read more about child grooming and unwanted contact and what to do on [the eSafety Commissioner's website](#).
- The Alannah and Madeline Foundation provides advice on [what to do in instances of image-based abuse](#) online and through Artificial Intelligence (AI).

Where to reach out to for more support for your child



Department
of Education

- Contact 000 for urgent assistance
- Talk to your child's school
- Contact [the eSafety Commissioner](#) for advice or to report online abuse
- Visit your local GP if you want to talk about mental health support
- Kids Helpline: 1800 551 800 www.kidshelpline.com.au
- [Parentline](#) provides a confidential telephone counselling for parents and those who care for children. This including advice on internet use, and online bullying and safety.
- Lifeline: 13 11 14 www.lifeline.org.au
- Beyond Blue: 1300 224 636 www.beyondblue.org.au