

FHPS Commitment to the Responsible Use of Digital Technology

Information for Parents



At Frankston Heights Primary School, we are committed to developing respectful, responsible and confident digital citizens. We recognise that digital technologies play an important role in preparing students for learning, work and life in an increasingly connected world.

Digital technologies are used purposefully to enhance teaching and learning, providing engaging, interactive and personalised learning experiences while maintaining a balance with offline learning. We explicitly teach students how to use technology safely, responsibly and ethically, including how to recognise and respond to online risks. By developing these essential digital skills and behaviours, we support students to use technology confidently, respectfully and effectively, both at school and beyond.

At Frankston Heights Primary School:

	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.
	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.
	We provide access to technology - We provide access to educational software for students to use. - 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 on 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.

Supporting Safe and Responsible Technology Use

	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 your child's 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. • Talk with your child about age restrictions on social media and explore other ways they can connect with their friends online and offline. • 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](#)

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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Student Expectations When Using Digital Technologies



At FHPS, we protect personal information and stay safe online by:

Be safe



- keeping passwords private and secure and not accessing a digital tool with someone else's information
- logging out of devices when not in use
- limiting the personal information we share online, including images and videos
- understanding that online activity can leave a digital footprint.

At FHPS, we communicate respectfully and responsibly by:

Be respectful



- using respectful language and behaviour online
- not engaging in bullying, harassment or inappropriate communication
- considering how our words and actions affect others
- seeking permission before taking or sharing photos, videos or information online
- following teacher instructions and school guidelines at all times.

At FHPS, we use technology responsibly and follow school rules by:

Be responsible



- handling devices and equipment with care
- using only school/Department approved programs, platforms and websites
- not interfering with school systems, devices or the work of others
- not downloading or using inappropriate software, including games
- acknowledging sources of information and not cheating or plagiarising
- complying with the FHPS Mobile Phone Policy during school hours, including turning off and securely storing mobile phones at the school office during school hours
- maintaining a healthy balance between screen-based and offline learning.

At FHPS, we seek help and report concerns by speaking to a teacher or trusted adult if:

Ask for help



- we feel unsafe, uncomfortable or upset by online content or interactions
- we see others engaging in unsafe, inappropriate or hurtful online behaviour
- we notice damage, misuse or security issues with school technologies
- we need help understanding how to use a digital tool safely or appropriately.

SUPPORT FOR STUDENTS:

The e-safety commissioner's [eSafety kids](https://www.esafety.gov.au/kids) page has helpful information to help you stay safe online.

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Digital Technologies Acceptable Use Agreement (Y3-6)



At Frankston Heights Primary School (FHPS), digital technologies are used to enhance teaching and learning, foster creativity, and support communication. To ensure technology is used safely, responsibly and respectfully, all students are expected to follow the school's Digital Technologies Acceptable Use Agreement.

This agreement aligns with Victorian Department of Education policies, including the Child Safe Standards, Digital Learning and Online Safety, Bullying Prevention, Mobile Phones – Student Use, and Privacy and Information Sharing.

Parents and carers are asked to read and discuss this agreement with their child. To confirm understanding and acceptance of the expectations, both the parent/carer and student are required to sign and return the agreement to the classroom teacher. Students will be provided with access to the school's digital technologies once the signed agreement has been received.

PARENT / CARER AGREEMENT

I have read and discussed the Frankston Heights Primary School Digital Technologies Acceptable Use Agreement with my child.

I understand that the school will take reasonable steps to provide a safe, supportive and inclusive digital learning environment and that parents/carers share responsibility for reinforcing safe and responsible technology use.

I agree to:

- support my child to use digital technologies safely, responsibly and respectfully
- monitor and guide my child's online activity at home where appropriate
- ensure age restrictions for social media and online platforms are followed
- reinforce respectful and appropriate online behaviour.

I understand that if my child does not meet the expectations outlined in this agreement, the school may withdraw their access to digital technologies and/or the internet for a period of time.

I give permission for my child to access the internet and use digital technologies for educational purposes at Frankston Heights Primary School.

Name _____

Signed _____ Date _____

STUDENT AGREEMENT

I understand that using digital technologies at school is a privilege.

I agree to use digital technologies safely, responsibly and respectfully, and to follow my teacher's instructions and the school's expectations.

I understand that if I do not follow this agreement, my access to digital technologies and/or the internet at school may be withdrawn for a period of time.

Name _____

Signed _____ Date _____