








## Our commitment to the responsible use of digital technology

At Riverbend 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

	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"> <li>• We have clear expectations about appropriate conduct using digital technologies.</li> <li>• Our <b>Mobile Phone Policy</b> outlines our school’s expectations relating to students using mobile phones during school hours.</li> <li>• We have clear and appropriate consequences when students breach these expectations, in line with our <b>Student Wellbeing and Engagement Policy</b>.</li> </ul>
	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"> <li>• We provide access to educational software for students to use.</li> <li>• We create student email accounts which are non-identifiable.</li> </ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"> <li>• We supervise students using digital technologies in the classroom, consistent with our duty of care.</li> <li>• We use clear protocols and procedures to protect students working in online spaces.</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• We may access and monitor messages and files sent or saved our network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• We refer suspected illegal online acts to the police.</li> </ul>

# Digital technology at Riverbend Primary School

## How parents and carers can help

Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p><b>Establish clear routines</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>◦ Requiring devices to be used in a common area, such as a living room or kitchen</li> <li>◦ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li> </ul> </li> <li>• Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.</li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</li> </ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"> <li>• Talk with your child about the importance of protecting personal information and recognising online scams.</li> <li>• Talk with your child about age restrictions on social media and explore other ways they can connect with their friends online and offline.</li> <li>• Encourage your child to talk to you or another trusted adult if they feel unsafe online.</li> </ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"> <li>• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *</li> <li>• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</li> </ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>• Let your child's teacher know about concerns you have regarding their technology use</li> <li>• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</li> </ul>

**\*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](#).

## Personal devices at Riverbend Primary School

Riverbend Primary School can support an optional Bring Your Own Device (BYOD) program. Classes at Riverbend Primary School are delivered with the use of iPads. Riverbend Primary School will have banks of iPads for students to use. Parents/carers may choose to purchase or supply a device for their child to bring to school.

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

### 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 Riverbend Primary School, please ensure that it complies with the following specifications:

- iPad

Required device features:

- iPad
- Protective case

Highly recommended device features:

- Screen protection
- Insurance
- Up-to-date antivirus and security software

### Behavioural Expectations – Personal devices

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

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in their bag when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class
- all personal home apps are in a separate folder
- all of the required school apps downloaded and ready to use.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the Digital Technologies Co-ordinator immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender

### Supports and services provided

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





- Support to access software to Google, SeeSaw, online subscriptions approved of by the school
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

Please note that our school does 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.

# Digital technology at Riverbend Primary School

## What we expect

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

<p><b>Be safe</b></p> 	<p><b>At Riverbend Primary School, we protect personal information and keep safe online.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>● Not sharing our password or using someone else's username or password.</li><li>● Logging out of our devices when they are not in use.</li><li>● Restricting the personal information we post online, including images and videos.</li></ul>
<p><b>Be respectful</b></p> 	<p><b>At Riverbend Primary School, we are kind and show respect to others when using technology.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>● Acting with kindness and never bullying others online.</li><li>● Thinking about how our words might make others feel before we say or write them.</li><li>● Only taking photos or recordings of others when they are aware and have given us permission to do so.</li><li>● Seeking permission before sharing others' information online.</li></ul>
<p><b>Be responsible</b></p> 	<p><b>At Riverbend Primary School, we are honest, handle technology with care and follow the school rules.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>● Handling devices with care.</li><li>● Not interfering with devices, school systems, or other students' work.</li><li>● Not downloading or using inappropriate programs like games.</li><li>● Not using technology to cheat or steal, and always acknowledging when we use information sourced from others.</li><li>● Turning off and securely storing our mobile phone during school hours.</li><li>● Not using age-restricted social media, ex to access appropriate content that is available without an account.</li><li>● Ensuring a healthy balance between screen time and offline activities at school.</li></ul>
<p><b>Ask for help</b></p> 	<p><b>At Riverbend Primary School, we ask for help if we feel unsure or see something inappropriate.</b></p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"><li>● We feel uncomfortable or unsafe.</li><li>● We see others participating in unsafe, inappropriate, or hurtful online behaviour.</li><li>● We notice any damage to school technologies.</li><li>● We need help understanding about a digital tool or how it can be used.</li></ul>

### Support for students:

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

# Digital technology at Riverbend Primary School

## 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...)



# Digital technology at Riverbend Primary School



## 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 office.
- Completed agreements can be uploaded via the school's online COMPASS portal.

## **Riverbend Primary School's 2026 Digital Technologies: Acceptable Student User Agreement**

*At Riverbend Primary School we are committed to supporting our students in becoming smart, safe, responsible and ethical users of digital technologies both at school and as part of greater society.*

**As a student at Riverbend Primary School, I understand using an iPad at school as a tool for learning is a privilege.**

**When I use my iPad at Riverbend Primary School I will abide by the school's expectations:**

- I will take full responsibility for the iPad, only accessing and using my own or assigned device.
- I will ensure the iPad is always in a protective cover and clearly labelled for identification.
- I will bring my iPad to school each day, ensuring it is charged and ready for use.
- I will keep my iPad in my school bag when transporting it to and from home.
- I will not access my iPad on the way to school or on the way home unless I am under the supervision of my parent or carer.
- When the iPad is not being used I will store it in the designated storage place as directed by the teacher.
- I will only carry or use the iPad outside when permission and supervision by the teacher is given.
- I will keep food and drinks away from the iPad at all times.
- I will immediately report any accidents, breakages or malfunctions to my parent or carer and teachers.
- When at school, I will not send or receive messages from others via airdrop, text, FaceTime or email that are not school related unless permission from a teacher is given.
- I will not use apps deemed only for home use while at school unless permission from a teacher is given.
- I will only use the iPad to support my school learning program during school hours.
- I will act responsibly and not use the iPad to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- I will access online sites and spaces that are appropriate and if unsure I will ask a trusted adult for help.
- With the exception of my teachers and parent or carer, I will not disclose my passcode or passwords to others.
- I will protect my identity when online by ensuring that personal information including my full name, photos, address and birthday etc. is not shared
- I permit my parent or carer and teachers to perform checks to monitor my iPad use, inclusive of my apps, photos and internet usage.
- I understand that taking photos, videos or recording voice of any individual or groups **is not allowed without the express permission** of all the individuals being recorded and with the permission of the teacher.
- I will not post any school related photos or videos on the iPad to social media sites unless permission from the teacher is given.
- I will speak to a trusted adult in the event when I am online and I witness something that makes me uncomfortable or upset and/or if I need help to support myself or another person.
- I will only use the school's wireless network, and if my iPad has a phone internet connection it **must** be switched off at school.
- I will back up my iPad data on a regular basis and ensure that I manage the storage capacity to allow for school related tasks to be stored.

**I acknowledge and agree to follow these expectations. I understand that breaches of these rules may result in the loss of my technology rights and use of the iPad at school for a period of time determined by my teacher and the Principal.**

Student Name:

Student Signature:

Date:

### **Parent/Carers Agreement:**

**I have read and discussed the school's digital technologies user agreement with my child.**

Parent/Carers Name:

Parent/Carers Signature:

Date: