DIGITAL TECHNOLOGY
AT CARLTON NORTH PRIMARY SCHOOL

Information for parents and carers

Our commitment to the responsible use of digital technology

At Carlton 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 educate 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 ● We have clear expectations about appropriate conduct using digital technologies. ● Our ***Mobile Phones 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 & 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 with the support of Evolve Education (Trusted eSafety Provider)
	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 recommend that all parents and carers download the Beacon app. (Beacon provides the knowledge needed to confidently help navigate their children's digital behaviour and reduce harms we know are associated with being online and on screens.)
	We provide access to technology ● We provide access to educational software for students to use. Google Drive, Google Classroom, Epic! Readers For Kids, Kids Reading A-Z, Sunshine Readers, Matific, Essential Assessment, Scratch Jr, Minecraft Education, Blue-Bot, Sphero Edu, Sphero Play, Edu Jr, MatataCode, MatataXplore, Canva, Flip HTML5, Times Tables Rockstars, Languagenut. (These apps have been assessed by the school to align with **educational and privacy requirements**.) ● 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 JAMF Pro software to supervise devices.) ● 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 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.

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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.

	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. ● Make a family agreement, using the Beacon app.
	Restrict inappropriate content ● 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). ● Refer to advice with the Beacon app about restriction ages for specific apps or social-media platforms.
	Talk about online safety ● 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.
	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, 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.

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For students

What we expect

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

Be safe 	**At Carlton North Primary School, we protect personal information and keep safe online.** We do this by: • 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 Carlton North Primary School, we are kind and show respect to others when using technology.** We do this by: • Acting with kindness and never bullying others online. • Thinking about how our words might make others feel before we say or write them - using positive language. • Considering the impact of our online activity on our future and others. • Respecting people's privacy. • 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. • Using age-appropriate sites.
Be responsible 	**At Carlton North Primary School, we are honest, handle technology with care and follow the school rules.** We do this by: • Handling devices with care. • Not interfering with devices, school systems, or other students' work. • Not downloading or using inappropriate programs like games. • Only communicating with people we know. • Keeping our passwords and our logins private. • 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 Carlton 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: • 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.

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My ideas on safe and responsible online behaviour

Your task:

- *Talk with your classmates and/or your parents/carers 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
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2025 Digital Citizen Agreement Years F-2 – Return to Classroom Teacher

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.
Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

When using digital technologies, students are expected to behave in a way that is consistent with CNPS' Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy. These policies are on our website, along with the Digital Learning Policy.

Digital Citizenship Student Agreement F-2

When I use digital technology I agree to:

Look After Me
• I will only go on the computer when I have permission.
• I will only go to pages I am allowed to go to.
• I will only share pictures and stories about myself when my teacher tells me to.
• I will talk to my parents and teacher about all of my online friends.
• I will tell my teacher or parents if anyone is unkind to me on the computer.

Look After Others
• I will only say nice things about people.
• I will ask before I share a picture or story about a person.
• I will only go to places that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

Look After Property
• I will not download movies, games or music.
• I will check that the information I get on the web is correct.
• I won't leave rude or unkind messages in other people's spaces.

This agreement also applies during school excursions, camps and extracurricular activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read through the following agreement with my child_____ in year level _____ and they understand how to be a safe Digital Citizen at Carlton North Primary School. In addition, I have read the Digital Learning Policy.

By consenting to this agreement, my child will undertake to always act in a manner that is respectful to themselves and others and to act appropriately and in a moral and ethical manner. My child agrees to follow these rules and understand that there are consequences if they do not behave appropriately.

Parent/Carer Name:_____

Signature:_____ Date:_____

DIGITAL TECHNOLOGY
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2025 Digital Citizen Agreement Years 3-6

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

When using digital technologies, students are expected to behave in a way that is consistent with CNPS' Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy. These policies are on our website, along with the Digital Learning Policy.

Digital Citizen Student Agreement 3-6

Yourself

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that web sites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the web site to you parents or grandparents then it's inappropriate.
- Setting your privacy settings so only the people you know can see you and your personal information.
- Only putting information online that is appropriate.. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

Others

- Show you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. If the things were written were about you, would you find them offensive then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally—or are racist, bigoted or unkind. Avoid these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for others privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

Property

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.

I have read through the following agreement with my child _____ in year level _____ and they understand how to be a safe Digital Citizen at Carlton North Primary School. In addition, I have read the Digital Learning Policy.

By consenting to this agreement, my child will undertake to always act in a manner that is respectful to themselves and others and to act appropriately and in a moral and ethical manner. My child agrees to follow these rules and understand that there are consequences if they do not behave appropriately.

Parent/Carer Name:_____

Signature:_____ Date:_____