OATLANDS PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT (AUA)

Help for non-English speakers

If you need help to understand the information in this agreement please contact our school office on 9705 6055.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies as a tool to support and enhance learning and development at school. This includes the use of devices in our P-4 classrooms and our Grade 5-6 Bring Your Chromebook Program.

(b) the expected student behaviours when using digital technologies. These include the internet, online platforms and digital devices.

(c) our school's commitment to promoting safe, responsible and discerning use of digital technologies. Our goal is to educate students on appropriate responses to any dangers or threats to well-being that they may encounter when using the internet and digital technologies.

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

(e) the various Department policies on digital learning that our school follows and implements when using digital technologies.

(f) our school prioritises the safety of students whilst they are using digital technologies.

SCOPE

This agreement applies to all students and staff at Oatlands Primary School. Staff use of technology is also governed by the following Department policies:

[Student Wellbeing and Engagement Policy](#)

[Cyber Safety and Responsible Use of Digital Technologies](#)

[Digital Learning in Schools](#)

[Digital Technologies - Responsible Use Policy](#)

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

Oatlands Primary School's Child Safety Code of Conduct

[The Victorian Teaching Profession Code of Conduct](#) (teaching staff)

[Code of Conduct for Victorian Sector Employees](#) (staff)

[Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this agreement, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

AGREEMENT

INFORMATION FOR PARENTS - **Our commitment to the responsible use of digital technologies**

At Oatlands 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 in developing the digital skills they need to make a positive impact in the world.

We carefully consider the integration of digital tools into the curriculum. We utilise these to provide rich, interactive and personalised experiences while ensuring a balance with offline learning opportunities.

WHAT WE DO: STAFF at OATLANDS

	- 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' use of mobile phones at school. - 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. This includes the Cyber Safety Project's Program.
	- We partner with families - We support parents and carers with information and tools to build understanding and knowledge of digital technologies (online Cyber Safety Project Webinars, Compass posts with relevant information, school newsletter and website updates) - We communicate and work with families if breaches to our digital policies occur at school.
	- We provide access to technology - We provide students with access to educational software. These include, but are not limited to: Google Workspace, Seesaw, Tinkercad, Canva, Essential Assessment - We create student user accounts, that are non-identifiable, where the password changes annually.
	- 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 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 incidents relating to the use of digital technology. These may include cybersecurity incidents, cyberbullying and risks to child safety. If required, we refer suspected illegal online acts to the police.

PARENTS AND CARERS CAN HELP

Learning about technology and its impact extends beyond the classroom. Here are some ways you can help your child/ren use digital technologies safely and responsibly.

	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. ● 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 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). ● Consider limiting access to social media platforms that have age restrictions not suitable for your child.
	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. ● Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	Work with us ● Communicate with your child's teacher if concerns arise regarding their technology use at school. ● 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 visit:

● the eSafety Commissioner's resources for parents, which outline available counselling and support services.
● the Cyber Safety Project's families website, for free and paid resources.

PERSONAL DEVICES AT SCHOOL - Grades 5-6 Students in 2026

Bring Your Own Chromebook Program (BYOC)

Oatlands Primary School will continue to operate the Bring Your Own Chromebook (BYOC) Program for the 2026 Grade 5 and 6 students. **Students who have not opted in before now, MUST NOT need to purchase a device**. This aligns with the newly introduced Digital Learning Policy:
https://www2.education.vic.gov.au/pal/digital-learning/policy

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.

When supplying a personal device to use at Oatlands Primary School in Grades 5-6, please ensure that it complies with the following specifications:

Device type: Chromebook

Model: user preference

Required Device Features:

● Minimum processor model: user preference
● Minimum RAM: minimum 4GB
● Specific/minimum screen size: user preference

● Specific operating system: Chrome OS – device should be within the support - devices should receive automatic updates for the duration of the Oatlands Primary School BYOC Program.
https://support.google.com/chrome/a/answer/6220366
● Carry case

Highly Recommended Device Features:

● Screen protection
● Insurance
● Warranty: 3 years - for the duration of the Oatlands Primary School BYOC Program
● Peripherals: headphones, stylus

BYOC BEHAVIOURAL EXPECTATIONS

When bringing a personal device to school, students must ensure that they:
● bring it to school fully charged each morning
● have a carry case for transporting their device to and from school - we recommend hard shell cases for extra protection.
● store their device safely when not in use
● Immediately report any damage to their device
● clearly label the device and case with their name and class
● they use appropriate media as a screensaver or background image
● they use appropriate media for their individual account logo
● they inform a teacher if students are using the camera or audio recording functions without permission
● they only install age-appropriate games (on home account)
● They do not have any social media applications installed on the device. Oatlands PS defines social media as any means of digital communication that enables individuals to create and share content or to participate in social networking. This includes, but is not exclusive to Instagram, Facebook, YouTube, TikTok, Snapchat, Discord etc.
● never use/sign in to a home account at school
● only create a 'home' account with permission granted from parents/guardians.
● follow all teacher directions regarding the device, including when and where to use the device.
● follow teacher instructions at all times, for educational purposes only.
● ask for a teacher's permission before posting any work, comments or photos on the school's Google Platform (Google Workspace Apps)
● do not post or upload any images of other students without permission
 ● do not use their school Oatlands Gmail/other Google apps to have private conversations that are not related to school work
● do not share documents with others, unless directed to by a teacher.
● use Google Classroom only as a learning platform, making comments only if asked to by a teacher.
● provide their device to school staff upon request (this could include the school's Computer Technician)
● do not loan their device to another student or leave it in a place where it could be stolen or damaged.
● do not disassemble any parts of their device.

Supports and services provided

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

● Support to access software: Google Workspace
● Software tailored to student learning (e.g Canva, Tinkercad, Numeracy and Literacy apps)
● Connection to the school's internet
● Provision of student log-in credentials to access the school's network, including a school email account

Please note that our school <u>does not have insurance </u>to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOC program are encouraged to contact Oatlands Primary School on 9705 6055 or visit our website https://www.oatlandsps.vic.edu.au/

FOR STUDENTS

What We Expect

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

BE SAFE	**When I use digital technologies, I protect personal information by being aware that my full name, photo, birthday, home address, phone numbers, school name and logo are personal information and are not to be shared online.** This means I: - Do not share my password or use someone else's username or password. - Log out of my device when I am not using it. - Restrict the personal information that is posted online, including images and videos. - Protect my friends' information in the same way as I would my own. - Protect the privacy of others by never posting or forwarding their personal details or images without their consent. - Protect my passwords and don't share them with anyone except my parents and teachers (as needed). - Only join online spaces with my parent's or teacher's guidance and permission. - Never answer questions online that ask for my personal information
BE RESPECTFUL	**At Oatlands Primary School, we are kind and show respect to others when using technology.** I do this by: - Acting with kindness and never bullying others online. - Not sending mean or bullying messages or forwarding them to other people. - Thinking about how my words might make others feel before I say or write them. - Only taking photos or recordings of others when they are aware and have permitted me to do so. - Being kind to my classmates and thinking about how the things I do or say online might make them feel. - stopping to think about what I post or share online, knowing that this is a personal reflection of who I am and can influence what people think of me. - not attempting to log into the network with the username or password of another student. - not deliberately searching for something rude or violent.

	- Turning off or closing the screen If I see something I don't like and telling a trusted adult. - Being careful with the equipment I use. - Using appropriate language when speaking online; being aware that whatever I say online adds to my personal digital footprint.

BE RESPONSIBLE	**At Oatlands 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 or games. - 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. - Using spaces or sites that are appropriate, - Asking a trusted adult for help if needed. - Understanding there are terms and conditions of use for any digital or online tool (e.g age restrictions, parental consent)

ASK FOR HELP	**At Oatlands Primary School, we ask for help if we feel unsure or see something inappropriate.** I will talk to a teacher or a trusted adult if: - I feel uncomfortable or unsafe. - I notice any damage to school technologies. - I need help to understand a digital tool or how it can be used. - I see something that makes me feel upset - I see others participating in unsafe, inappropriate or hurtful online behaviour.

SUPPORT FOR STUDENTS:

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

The topics below will be discussed and an activity will be completed by all students during class time, guided by their classroom teacher.

Please discuss these topics with your child at home, to build a consistent approach to online safety and use.

BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	ASK FOR HELP