Digital technology at Marra School

Information for parents

Our commitment to the responsible use of digital technology

At Marra 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 • 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 provide clear guidance to staff on managing digital device use within the classroom to balance learning needs and minimise distractions.
	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 engage families in understanding and supporting the school's digital technology expectations by providing information sessions, newsletters, or resources about safe and appropriate mobile phone and internet use.
	We provide access to technology • We provide access to educational software for students to use which includes: ○ PicCollage EDU, Seesaw, Teams, Book Creator, Keynote, Clips, Sketches School, Word Wizard, Proloquo2go • 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. • Our Yard and Supervision Policy also outlines the school's practices in respect to the supervision of students using digital devices on site and in remote learning environments. • We use clear protocols and procedures to protect students working in online spaces.
	We take appropriate steps to protect students

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	• 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 follow the Department of Education's guidelines and protocols for reporting and managing online safety incidents, including those related to cyberbullying and harmful online content. • We refer suspected illegal online acts to the police or relevant authorities, in accordance with mandatory reporting and legal obligations. • We engage parents/carers as part of our response, keeping them informed and involved in the resolution and support process.

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.

🚫	**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).
	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.

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	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.

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*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 Marra School when using digital technologies.

Be safe	**At Marra 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 Marra 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. • 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 Marra 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. • 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 Marra 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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Instructions

- Students are encouraged to speak with their parents/carers 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 parent/carer acknowledgement and return it by Friday 20th February.
- Completed acknowledgements can be dropped at the administration office or given to your classroom teacher.

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Student Agreement

_____

Principal

Acknowledges the commitment of

_____

(student)

to being a safe, respectful, responsible, and ethical user of digital technologies

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____

Student's signature   Teacher / Principal's signature

Date

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Parent/carer acknowledgement

_____

(Parent/carer name)

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