



Kialla Central Primary School  
'Quality Education, Rural Environment'  
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20<sup>th</sup> January 2026

## DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT

Dear Parents / Carers,

**Kialla Central Primary School** is an accredited eSmart school. We believe the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

We support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

It is important to remember that some online activities are illegal and as such will be reported to police.

**Kialla Central Primary School** uses the internet and digital technologies as teaching and learning tools. We see them as valuable resources but acknowledge they must be used responsibly. Students are supervised and directed in online activities and when using digital technologies for learning. They are also supported in developing their digital literacy skills.

At K.C.P.S. we implement the Department's guidelines and policies such as acceptable use, as well as develop our own policies. We also provide a filtered internet service.

Despite implementing all these measures, parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

This is a new form developed by the Department of Education for Primary Schools.

Please complete and return the attached Acceptable Use Agreement (one per student) and Parent/Carer Agreement. This document needs to be **signed by students and parents/carers** and returned to school by **Wednesday 28<sup>th</sup> January 2026**.

If you have any questions, please contact me on 5827 1373.

Warm regards,

Debbie Humphries  
Proud Principal of K.C.P.S.










# DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT

## OUR COMMITMENT TO THE RESPONSIBLE USE OF DIGITAL TECHNOLOGY






At Kialla Central 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 ...

	<b>We set clear expectations</b> <ul style="list-style-type: none"><li>▪ We have clear expectations about appropriate conduct using digital technologies.</li><li>▪ Our Mobile Phone Policy, available on our website.</li><li>▪ We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy ~ available on our website.</li></ul>
	<b>We teach appropriate conduct</b> <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>
	<b>We partner with families</b> <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>
	<b>We provide access to technology</b> <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>
	<b>We supervise digital learning</b> <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>
	<b>We take appropriate steps to protect students</b> <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>
	<b>We appropriately manage and respond to online incidents</b> <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>

## 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 child/ren to responsibly use digital technology.

	<p><b>Establish clear routines</b></p> <ul style="list-style-type: none"> <li>▪ <i>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:</i> <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>▪ <i>Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.</i></li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>▪ <i>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.</i></li> <li>▪ <i>Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</i></li> </ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"> <li>▪ <i>Talk with your child about the importance of protecting personal information and recognising online scams.</i></li> <li>▪ <i>Encourage your child to talk to you or another trusted adult if they feel unsafe online.</i></li> </ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"> <li>▪ <i>Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *</i></li> <li>▪ <i>Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</i></li> </ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>▪ <i>Let your child's teacher know about concerns you have regarding their technology use.</i></li> <li>▪ <i>Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</i></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](#).

## FOR STUDENTS ~ WHAT WE EXPECT ...

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

<p><b>Be safe</b></p> 	<p><b>At Kialla Central 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 Kialla Central 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 Kialla Central 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.</li><li>▪ Not using technology to cheat or steal, and always acknowledging when we use information sourced from others.</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 Kialla Central 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 ACCEPTABLE USE AGREEMENT

## STUDENT AGREEMENT

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(Student name)

I understand and commit to uphold the expectations on me as a student at **Kialla Central Primary School** when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

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Student's signature

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Date

## PARENT/CARER ACKNOWLEDGEMENT

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(Parent / Carer name)

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Parent's / Carer's signature

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Date

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

