



Digital technology at Greenhills Primary School

Information for parents

Our commitment to the responsible use of digital technology

At Greenhills 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

	We set clear expectations - We have clear expectations about appropriate conduct using digital technologies. - Our Mobile Phone Policy MOBILE PHONES - STUDENT USE 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. 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.
	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 provide access to technology - We provide access to educational software for students to use. *A full list of key titles used by students including department provided software titles is available from the office. - 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, this includes Apple classroom 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.



Digital technology at Greenhills Primary School

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). • iPad PARENTAL CONTROLS
	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](#).



Digital technology at Greenhills Primary School

Personal devices at Greenhills Primary School

Greenhills Primary School operated a Bring Your Own Device (BYOD) program for Year 4 to Year 6 students. Parents/carers were previously invited to purchase or supply a device for their child to bring to school. However the Department of Education will cease this program by 2027. Students who currently have their own device, Years 5 to 6 can still use them in 2026 – With the impact on year 4 being investigated.

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

- Apple iPad (*Less than four years old*).

Required device features:

- Minimum RAM 64gb
- iPad mini not recommended.
- Able to operate the latest iOS
- Headphones.

Highly recommended device features:

- Protective Case or cover
- Screen protector
- Insurance

Behavioural Expectations – Personal devices

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored carefully 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
- it is not used for private messaging during school time

Supports and services provided

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

- Support to access software as per school list.
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

BYOD Program Insurance and Liability

Greenhills Primary School does not accept liability for any loss, damage or theft of any BYOD device that is brought to the school under the BYOD program. The responsibility for the storage, safe-keeping and care of the device is the responsibility of the device owner. **Please note that our school does not have insurance** to cover accidental damage to students' devices; instead, parents/carers are encouraged to consider obtaining their own insurance for their child's device. This can be purchased through Compnow.

It is strongly recommended that families ensure that the details such as serial numbers and receipts of purchase for these devices are stored securely at home for insurance purposes.



Digital technology at Greenhills Primary School

For students

What we expect

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

Be safe 	At Greenhills 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 Greenhills 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. • 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 Greenhills 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. • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others. • Turning off and securely storing our mobile phones/watches during school hours. • Do not use devices for personal messaging during school hours. • Ensuring a healthy balance between screen time and offline activities at school.
Ask for help 	At Greenhills 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.



Digital technology at Greenhills 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 by 15th February 2026.
- Completed agreements can be returned to the school office.

Student Agreement

(Student name)

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

When I use TECHNOLOGY, both at school and at home, I have responsibilities and rules to follow.

I agree to:

- Transport and handle devices with care to ensure there is no damage or loss of information.
- Never participate in cyberbullying (this includes forwarding messages and supporting others in hurtful online behaviour).
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When I use the INTERNET at school, I have responsibilities and rules to follow.

I agree to:

- Keep myself and my friends safe by never giving out personal details including full names, telephone numbers, addresses and images.
- Understand that my use of the internet can be tracked and audited.
- Will not give out my password, to anyone other than my parents or teachers.
- Be respectful in how I talk and work with others online and never write or participate in cyberbullying.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers without prior approval by the classroom teacher.
- Not to search for or attempt to access rude or offensive sites.
- I will talk to my teacher or another adult if:
 - I need help online.
 - I come across sites that are not suitable for our school.
 - Someone writes something I don't like or makes my friends, and I feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities

When I use online learning spaces like Google Classroom, Google Drive and Google Docs, I have responsibilities and rules to follow.

I agree to:

- Not edit the work of others without their permission
- Only post appropriate messages and comments
- Keep my Google Drive space organised

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be reviewed if I do not act responsibly.

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

(Student's signature)

(Date)



Digital technology at Greenhills Primary School

Parent/carers acknowledgement

As a parent/guardian of the Greenhills Primary School community I agree to:

- Discuss online expectations with my child.
- Only publish photos of other's children where I have permission from their parents/guardians.
- Not publish images or videos of other students that gives away personal information about them.
Example: School name, full name.
- Notify the school of cyber issues that arise between students who attend our school and work with the school to resolve them.
- Not publish defamatory messages, photos or information about our school or staff on social media sites.
- My child accessing and using the internet at school.
- Not contact my child at school via their iPad during school time and deliver messages via the office
- Contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school directly or visit - <https://esafety.gov.au> for information and advice.

I understand the school will:

- provide supervision and education surrounding the use of technologies and that steps have been taken to minimise risk of exposure to unsuitable material.
- teach my child about cyber safety issues.
- deal with cyber safety issues which are reported to them and notify parents of such reports which involve their child/ren.
- reassess my child's use of technology at school and home if the above agreement has been breached.

(Parent/carers name)

(Parent signature)

(Date)

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



If you have any questions or concerns about the policy, please don't hesitate to contact:

James Penson at james.penson@education.vic.gov.au