








## Information for Parents and Guardians

### Our commitment to the responsible use of digital technology

At Monmia Primary School, we are committed to building a culture of respect, responsibility and safety. 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 their digital skills they need to make a positive impact in the world. We are intentional and discerning about embedding digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

### What we do

	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"> <li>We have clear expectations about appropriate conduct using digital technologies.</li> <li>Our <a href="#">Mobile Phone Policy</a> outlines our school's expectations relating to students using mobile phones during school hours.</li> <li>We have clear and appropriate consequences when students breach these expectations, in line with our <a href="#">Student Wellbeing and Engagement Policy</a>.</li> </ul>
	<p><b>We teach appropriate conduct</b></p> <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>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"> <li>We work with Parents and Guardians to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.</li> </ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"> <li>We provide access to educational software for students to use such as <a href="#">Little Learners Love Literacy (Years F-2)</a>, <a href="#">Google Classroom (Years 3-6)</a>, <a href="#">Mathletics (Years 1-6)</a> and <a href="#">Epic Books (Years F-6)</a>.</li> <li>For Google Classroom, Mathletics and Little Learners Love Literacy, we create student accounts which are non-identifiable.</li> <li>For Epic Books, we create a generic login which is also non-identifiable.</li> </ul>
	<p><b>We supervise digital learning</b></p> <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 when working online.</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>We provide a filtered internet service to block inappropriate content. Whilst, full protection from inappropriate content cannot be guaranteed, we have processes to report and act on inappropriate content.</li> <li>We may access and monitor messages and files sent or saved on our school network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <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 Victoria Police.</li> </ul>








MONMIA PRIMARY SCHOOL  
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## How Parents and Guardians can help

Learning about technology and its impact does not stop at the school gate. Below are our suggestions of how you can support your children to responsibly use digital technology.

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

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](#).

**On 29 November 2024, the Australian Parliament passed the Online Safety Amendment (Social Media Minimum Age) Bill 2024. The Bill sets 16, as the minimum age for social media access, requiring age restricted social media platforms to take reasonable steps to prevent underage users from having social media accounts.**

Further information about Bill is available at: [Online Safety Amendment \(Social Media Minimum Age\) Bill 2024 – Fact sheet](#)

# Monmia Primary School 2026 Acceptable Use Agreement

## Personal devices at Monmia Primary School are optional

Monmia Primary School operates an optional Bring Your Own Device (BYOD) program. Parents/Guardians may purchase or supply a device for their child to bring to school for learning. In 2027, in line with the Department of Education guidelines, the BYOD program will no longer be offered.

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

- An Apple iPad that supports and is running a minimum of iOS 16.

Devices older than those that support iOS 16 pose security risks as they are significantly more vulnerable to online threats.

### Behavioural Expectations – Personal devices

When bringing a personal device to school, students must ensure that:

- It is fully charged each morning.
- It is carried to school with appropriate care in a carry case placed in a school bag for safety and stored in lockable storage when not in use.
- Any physical device damage is immediately reported and if necessary, repaired by Parents/Guardians.
- It is clearly labelled with the student's name.
- iPads should only be brought to school once Parents/Guardians have signed the BYOD agreement form and a technician has uploaded the school's network profile.
- Any social media apps that allow online interaction or chat services are uninstalled.
- They do not communicate with Parents/Guardians via iMessage or any other message service whilst at school.

### Supports and services provided

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

- Support to access software used at school, e.g. Microsoft Office, Google Classrooms
- Connecting devices to the internet
- Providing student log-in credentials to access the schools' network

**Please note that our school does not have insurance to cover damage to students' devices, and Parents/Guardians are encouraged to consider obtaining their own insurance for their child's device.**

### Supporting Responsible Technology Use:

Based on the announcement by Deputy Premier and Minister for Education Ben Carroll in October 2025, Monmia Primary School is committed to supporting healthy and responsible technology use.

Starting in 2027, students in Years 3 to 6 will be limited to a maximum of 90 minutes of device use each day, promoting balanced engagement with technology.





For students in Foundation to Year 2, device time will remain minimal to support age-appropriate learning and development. These measures aim to reduce screen overexposure, improve focus and engagement, and foster responsible use of technology in the classroom.

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## For Students

### What we expect

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

<p><b>Be respectful</b></p> 	<p><b>At Monmia 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>• Treating others as you would like to be treated.</li> <li>• Thinking about how our words might make others feel before we say or write them.</li> <li>• Not taking photos of other students or staff in accordance to <a href="#">Photographing, Filming and Recording Students Policy</a></li> </ul>
<p><b>Be responsible</b></p> 	<p><b>At Monmia Primary School, we are honest, handle technology with care and follow the school code of collaboration.</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>• Removing all social media applications before bringing our device to school. This includes but is not limited to Instagram, Snapchat, Discord, Facebook, WhatsApp, TikTok and X (formerly Twitter).</li> <li>• Always acknowledging when we use information sourced from others.</li> <li>• Turning off and securely storing our mobile phone during school hours in accordance to <a href="#">Mobile Device Student Only Policy</a>.</li> <li>• Ensuring a healthy balance between screen time and offline activities at school.</li> </ul>
<p><b>Be safe</b></p> 	<p><b>At Monmia 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>• Keeping our usernames and passwords to ourselves.</li> <li>• Logging out of our devices when they are not in use.</li> <li>• Not posting personal information online, including images and videos.</li> </ul>
<p><b>Ask for help</b></p> 	<p><b>At Monmia Primary, 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.

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## For Students

### My ideas on safe and responsible online behaviour

**Your task:**

- Talk with your classmates and teacher about what respectful, responsible and safe online behaviour means to you.
- Write or draw your response in the boxes below:

**Be respectful** - I am kind and show respect to others when using technology treating others as I would like to be treated. This means I:

(write or draw...)



**Be responsible** - I am honest, handle technology with care and follow the school SWPBS positive expected behaviour matrix. This means I:

(write or draw...)



**Be safe** - I protect personal information and keep safe online by not sharing personal information. 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...)

