



# ALBANY RISE PRIMARY SCHOOL

## Cyber Safety, eSmart POLICY and Acceptable Use Agreement



REVIEW DATE: 2026



### Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

### eSmart RATIONALE:

Albany Rise Primary School recognises the importance of using Information and Communication Technologies (ICT) to prepare students for effectively engaging with the twenty first century. It is essential that we provide students with the necessary skills to act safely, responsibly and respectfully when using digital technologies. We encourage students to develop their critical and creative thinking skills in regards to how we use ICT.

### PURPOSE:

- 1.1 Albany Rise Primary School believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is best taught in an effective partnership between home and school.
- 1.2 Albany Rise Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used safely and responsibly.
- 1.3 Digital technologies are used to improve student learning outcomes by increasing access to worldwide information.

### GUIDELINES:

This policy reflects the protocols and practice outlined in our whole school child safe standards policy.

- 2.1 Signed parent and student consent is required in order to gain access to the digital technologies at school. For students in Foundation & Year 1, the Albany Rise Standard Permission Form is required. Students in Years 2-6 are also required to sign and return the Acceptable Use Agreement.
- 2.2 Students at our school will have filtered internet and email access.
- 2.3 Consistent with their duty of care to students, teachers are required to adequately supervise students when using digital technology in the classroom.
  - moving around the room to regularly monitor screens
  - installing remote access software that enables teacher access to individual students' 1 to 1 learning device used in class
  - actively reinforcing learning and behavioural expectations during the activity

Further information about [supervision of students](#) more generally, is available at [Supervision of Students](#).



# ALBANY RISE PRIMARY SCHOOL

## Cyber Safety, eSmart POLICY and Acceptable Use Agreement



REVIEW DATE: 2026

- 2.4 Our school actively supports access by students to appropriate information resources available, accompanied by the development of the critical thinking skills necessary to filter, analyse, interpret and evaluate information encountered.
- 2.5 The provision of programs that promote inclusiveness, resilience, life and social skills, assertiveness, cyber safety awareness (including cyber safety and cyber bullying), conflict resolution and problem solving will form an integral part of our curriculum.
- 2.6 It is expected all members of the school community will access and use the school's ICT resources in a safe and responsible manner.
- 2.7 Use of communications technologies and curriculum relating to safe use of devices is clearly outlined in the 2 year scope and sequence and inquiry planner for all year levels.
- 2.8 Students and staff will have their own password protected computer account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- 2.9 The school undertakes steps to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards expected within the community in relation to copyright, safety and decency. Online communication should reflect the school Code of Conduct and values (Respect, Responsibility, Resilience)
- 2.10 Professional Development for staff relating to all forms of bullying including cyber bullying, harassment and proven counter measures will be undertaken.
- 2.11 Schools must respond to any online incident in accordance with the department's policy on [Reporting and Managing School Incidents](#), as well as any other department or local school policy relevant to the type of incident, such as the school's student engagement and bullying prevention policies, or the department's [Privacy and Information Sharing policy](#) and associated guidance.

For information on managing cyberbullying specifically, refer to:

- [Bullying Prevention and Response](#)
- [Bully Stoppers](#)
- [Student Engagement](#)

For online incidents, the department has also developed a step-by-step guide, which provides practical steps and actions to respond to an online incident of concern:

[Step-by-step guide for responding to online incidents of inappropriate behaviour by students \(DOCX\)](#)

- 2.12 The school community will be provided with information about cyber safety through newsletter items, handouts, website links and via the Acceptable Use Agreement.
- 2.13 Students who access or fail to report any cyber safety breaches, or who fail to comply with whole school expectations in relation to safe and responsible use of ICT, will face consequences that are immediately implemented as stated in the Student Engagement, Inclusion and Wellbeing Policy and the school Bullying Prevention Policy, which shall include the removal of internet access rights.



# ALBANY RISE PRIMARY SCHOOL

## Cyber Safety, eSmart POLICY and Acceptable Use Agreement



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- 2.14 A chain of responsibility for reporting cyber safety breaches has been established. Reporting will be as follows: student, teacher, ICT coordinator, principal, and parent/guardian.
- 2.15 All content (or information transfers to computers/devices at school) must be school related, overseen and approved by the teachers.
- 2.16 A copy of the Acceptable Use Agreement will be available in all classes and displayed in year 2-6 classes.
- 2.17 School Wide Positive Behaviour expectations will incorporate the ICT safe use expectations and will be presented to children in the first weeks of school each year, or when enrolling during the year.
- 2.18 All new families will receive a copy of this policy.

### Related Documentation:

- Acceptable Use Agreement.
- Albany Rise Primary School Student Engagement, inclusion and Wellbeing Policy
- Cyber Bullying Reporting Procedure
- Bullying Prevention Policy
- Anti-Harassment Policy
- Student Code of Conduct
- Privacy Collection Statement & Online Services Notification
- A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students  
<http://www.education.vic.gov.au/Documents/school/principals/management/incidents.pdf>
- Cyber Safety Resources  
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>
- <https://www2.education.vic.gov.au/pal/cybersafety/policy>

Resources:

Google Drive: <https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA>

Website: <https://albanyrise-ps.vic.edu.au/about-us/policies/>

Policy last reviewed	26 <sup>th</sup> July 2023
Approved by	School Council:  Principal:
Next schedule review date:	2026

ARPS POLICY

## Profile statement

At Albany Rise Primary 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.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies (outlined in the 2 year ICT scope and sequence)
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - See: Duty of Care and Supervision  
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>)
  - [eSafetyParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Student declaration

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school and home we/I have:

- **discussed ways to be a safe, responsible and ethical user of digital technologies.**
- **presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.**

I will use this knowledge at school and everywhere I use digital technologies.

## My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

This section to be completed at school and kept in student portfolio.

## Student Agreement

### Student Agreement

\_\_\_\_\_

(principal or teacher)

**acknowledges the commitment of**

\_\_\_\_\_

(student)

**to being a polite, safe, 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



This section to be completed at school and kept in student portfolio/display.

## 1-to-1 devices - considerations for inclusion

- Ownership and insurance
- Damage or loss of equipment
- User responsibilities
- Use at home/ School support
- Software / App updates and processes

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. For Department of Education and Training (DET) or school owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

The Department provides resources to assist schools with planning a roadmap and suggested implementation ideas to ensure successful programs where practice aligns to policy. For more information,

See: Planning for 1-to-1 Learning FUSE Page.

<https://fuse.education.vic.gov.au/pages/planning1to1>

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### Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_