



ST HILDA'S SCHOOL  
GOLD COAST

## ST HILDA'S SCHOOL CYBER SAFETY AND DIGITAL WELLBEING STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Digital technology, including mobile phones, laptops, iPads and smart devices, are a part of everyday life. St Hilda's School recognises student wellbeing and safety are essential for academic and social development.

The aim of this agreement is twofold:

1. to promote the wise and ethical use of digital technology in a way that provides access to its benefits for educational purposes and promotes a classroom climate that values engagement in learning through the management of screen time; and
2. to promote a culture of school connectedness, valuing face-to-face interactions through the management of technologies.

I agree to be a **responsible** and **ethical** user of all digital technology, including the internet, and relevant electronic devices (e.g. mobile phone, smart watch, airpods/earphones, laptop, iPad), and will follow the expectations below:

I have the right to:

### **Engage positively**

- install legally acquired applications and content (e.g. School licensed software, Apps)

### **Choose consciously**

- be safe when using digital technology (e.g. online safety, password protection)

### **Know my online world**

- recognise online risks and how to manage them

I have the responsibility to:

1. bring portable devices fully charged to school every day.
2. use the devices at school for educational purposes.
3. keep passwords for devices and online environments secure and private.
4. use school communication tools (e.g. email) for educational purposes.
5. store and organise work appropriately and select names for files that are appropriate and respectful.
6. respect and observe all laws pertaining to copyright, intellectual property, privacy and piracy by requesting permission to use images, text, audio and video, and attribute references appropriately.
7. communicate with others, both inside and outside of school hours and in social situations, in a legally and socially appropriate manner that does not offend, insult, hurt, humiliate or intimidate another person.
8. protect the privacy of others, only taking photos or recording sound or video for legitimate and agreed to purposes, and only when others are aware and formal consent has been provided.
9. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
10. report offensive or illegal content or threats to a trusted adult.
11. think carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
12. replace any school supplied devices that are lost, damaged or stolen.



## **Staff Responsibilities**

St Hilda's staff are committed to fostering a culture of respect, responsibility and safety in the use of technology and online interactions. We explicitly teach students how to engage responsibly and ethically in digital spaces, including recognising and responding to online risks and threats. Through the integration of diverse digital tools and platforms across the curriculum, we support students to develop strong digital literacy skills, empowering them to be intentional, discerning and balanced users of technology. Our goal is to provide interactive and innovative learning experiences while maintaining a healthy balance between online and offline learning.

Staff have the responsibility to:

1. have clear expectations about appropriate conduct using digital technologies.
2. have clear and appropriate consequences when students breach these expectations.
3. teach our students to be safe, intentional, and responsible users of digital technologies, including age-appropriate instruction.
4. work with parents and carers to understand digital technology related issues they are facing at home and support them with information and tools to help.
5. provide educational software for students to use, including Office 365 application suite.
6. create student email accounts which are non-identifiable.
7. supervise students using digital technologies in the classroom, consistent with our duty of care.
8. provide filtered internet service to block inappropriate content.
9. work to prevent, respond and learn from issues or incidents relating to the use of digital technologies including cybersecurity incidents, cyberbullying and risks to child safety.

## **Parent Responsibilities**

The responsibility for guiding young people's use of technology extends beyond the classroom. We invite parents and carers to partner with us in supporting students use digital technologies safely, responsibly and thoughtfully. The suggestions below offer ideas to help you continue this learning at home:

1. Talk to your child about expectations, including when, where, and how digital devices can be used at home. These can include requiring devices to be used in a common area, setting up a specific area for charging devices overnight, away from bedrooms.
2. Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.
3. Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.
4. Encourage your child to talk to yourself or another trusted adult if they feel unsafe online.
5. Discuss responsible use of emerging technologies such as Artificial Intelligence (AI), including the importance of verifying information, protecting privacy, and using these tools ethically.
6. Be aware of your child's participation in online gaming and chat rooms, and talk about positive interactions, managing screen time, and knowing what to do if they encounter inappropriate behaviour.
7. Encourage a healthy balance between screen time and offline activities.
8. Demonstrate responsible and balanced technology for use in your own daily routine.
9. Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.