

## Our commitment to the responsible use of digital technology






At Croydon SDS 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

	<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 via the Respectful Relationships program.</li> </ul>
	<p><b>We partner with families</b></p> <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>
	<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 including Clicker 8, Reading Eggs, Mathseeds, Sunshine Online, Book Creator, iMovie, Clickview, Minecraft Education and Adobe Express.</li> <li>• We create student email accounts which are 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 working in online spaces.</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. 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 to our 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 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 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 hygiene.</li> </ul> </li> <li>● Be present when your child is using digital devices.</li> <li>● Consider tools such as visual timers and schedules to assist with routines.</li> <li>● Establish boundaries regarding certain devices with internet access – You may only allow online browsers when you are present with your child.</li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</li> <li>● Consider restricting the use of social-media platforms.</li> <li>● Restrict the creation of personal accounts on video streaming websites such as YouTube.</li> <li>● Consider installing an ad-blocker on your device to block potentially harmful pop-up ads.</li> <li>● You may wish to block the features of the device, such as a camera or microphone. Recordings made on a device can be uploaded to social-media platforms once created.</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 tech use in your own daily routine to set a good 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 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](#).

## Personal devices at Croydon SDS

At Croydon SDS, students may bring their own personal Augmentative and Alternative Communication (AAC) devices from home. School staff will support students to use their device to communicate with others and take care of their own device.

### Personal Communication Devices

#### Behavioural Expectations –

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

- it is fully charged each morning,
- it is carried to school with appropriate care in a carry case and stored in lockable storage when not in use,
- any physical device damage is immediately reported and if necessary, repaired, and
- it is clearly labelled with the student's name and class.

### Supports and services provided






Please note that Croydon SDS **does not provide** technical support and services for personal devices and devices **will not** be connected to the school's network.

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

Students, parents and carers who would like more information or assistance regarding personal devices are encouraged to contact the school to speak to a principal class staff member.

## What we expect

Below are our expectations of students at Croydon SDS when using digital technologies.

<p><b>Care</b></p> 	<p><b>At Croydon SDS, we care and show respect to others when using technology.</b></p> <ul style="list-style-type: none"><li>• I am kind to others online.</li><li>• I use 'Stop, Go, Tell' when something is wrong.</li><li>• I think about how others might feel before I speak or post</li><li>• I ask before taking photos or recording others.</li><li>• I don't share others' information online.</li><li>• I use kind words online.</li></ul>
<p><b>Share</b></p> 	<p><b>At Croydon SDS, we share technology equipment with others, as well as programs. We follow the school expected behaviours when sharing personal information about ourselves and others.</b></p> <ul style="list-style-type: none"><li>• I share equipment.</li><li>• I share my personal information with people I trust and ask others if I can share their information.</li><li>• I log out of shared ICT equipment.</li></ul>
<p><b>Do Your Best</b></p> 	<p><b>At Croydon SDS, we do our best to be honest, as well as handle technology with care and follow the school expected behaviours.</b></p> <ul style="list-style-type: none"><li>• I use devices with care.</li><li>• I sit at a table when using technology devices.</li><li>• I don't download apps at school.</li><li>• I turn off my phone and give it to my teacher when at school.</li><li>• I take care of school equipment.</li></ul>
<p><b>Be safe</b></p> 	<p><b>At Croydon SDS, we protect personal information and keep safe online.</b></p> <ul style="list-style-type: none"><li>• I can keep my password private.</li><li>• I only use my account.</li><li>• I log out when I finish.</li><li>• I keep my pictures and videos to myself.</li><li>• I ask an adult before I use a new website.</li></ul>
<p><b>Ask for help</b></p> 	<p><b>At Croydon SDS, we ask for help if we feel unsure or see something inappropriate.</b></p> <ul style="list-style-type: none"><li>• I can ask for help if I feel unsafe or uncomfortable.</li><li>• I tell an adult if I see another student being unsafe online.</li><li>• I tell an adult if something is broken.</li><li>• I can ask for help.</li></ul>

### Support for students:

The e-safety commissioner's [eSafety kids](https://www.esafety.gov.uk) page has helpful information to help you stay safe online.

# Digital technology at Croydon Special Developmental School



## My ideas on safe and responsible online behaviour

### Your task:

- Talk with your classmates and/or your parents about what safe and responsible online behaviour means for you.
- Write or draw your response in the boxes below:

**Be safe** - I protect personal information and keep safe online. This means I:

(write/draw/paste)



**Care** - I am kind and show respect to others when using technology. This means I:

(write/draw/paste)



**Do Your Best** - I am honest, handle technology with care and follow the school expected behaviours. This means I:

(write/draw/paste)



**Share** - I am honest, handle technology with care and follow the school expected behaviours. This means I:

(write/draw/paste)



**Ask for help** - I ask for help if I feel unsure or see something inappropriate. This means I:

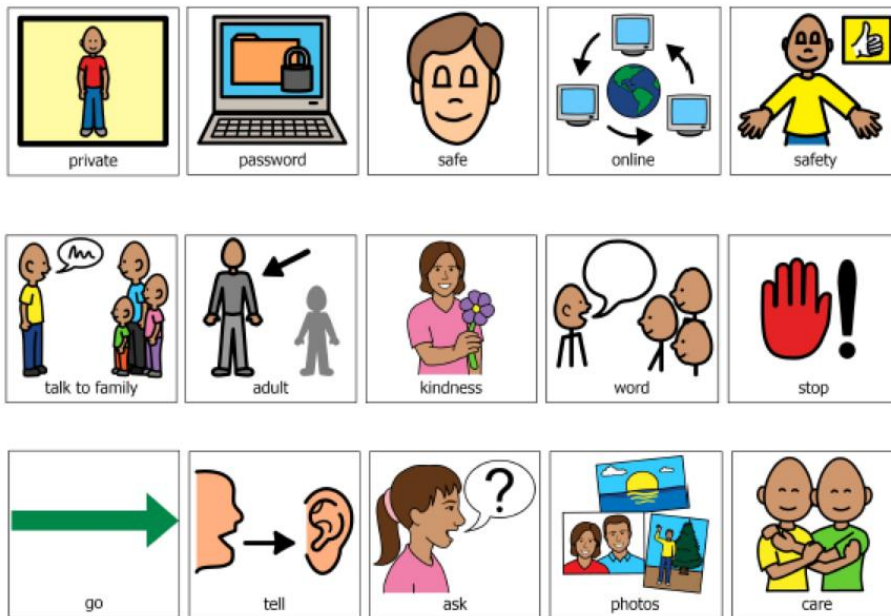
(write/draw/paste)



# Digital technology at Croydon Special Developmental School



These visuals/sentences can be used to assist with the above statements.



## 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/teacher acknowledgement and return it by Term 2.
- Completed agreements can be dropped at the front office/given to your classroom teacher/uploaded via Compass.

## Student Agreement

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(Student name)

I understand and commit to uphold the expectations of me as a student at Croydon SDS when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **care** and be kind to others when using technology.
- **do my best** by demonstrating honesty, handling technology with care and following the school expected behaviours.
- **share** by being honest, handling technology with care and follow the school expected behaviours.
- **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)

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

