



Managing Children's Wellbeing

Technology Use Policy

Purpose:	To outline the basis on which children engage with the internet, online material and activities
Scope:	Team, Children, Families
Implemented by:	Principal
Approved by:	WP Board
Reviewed:	Every 2 years or as legislative changes or improvements are identified.
Communicated via:	WP Website, Team Induction, Meetings, Family Handbook, Policies and Procedures Manual

Technology Responsible Use Policy for Children

All children from Foundation to Year 3 will not have direct access to the internet. They may have devices whilst learning onsite if an adjustment is required. In the event of Home Learning, children will require access to a device and the internet at home and will be required to follow Cyber Safety rules and online etiquette.

The use of Information and Communications Technology (ICT) at Woodline Primary carries with it a responsibility for safe and appropriate conduct and an agreement to act in accordance with the School's Values and all other relevant school policies.

Implementation Guidelines

- All Team members at our school will have access to the internet
- The Principal will liaise with Team members and technical support technicians to ensure all devices are running to a good standard with appropriate web filters
- The school will ensure that information published on the internet by the school meets legal requirements and standards of best practice within the community in relation to safety and decency
- All Team members shall be made aware of their responsibility to evaluate material and programs used in learning programs, prior to their use, to ensure they do not expose children to inappropriate or unlawful content
- Children in Years 4 to 6 are required to complete a Cyber Safety session prior to using a device
- Children and their caregivers in Years 4 to 6 are required to complete a Child Technology Agreement prior to using a device
- Children and their caregivers who require adjustments are required complete a Child Technology Modification Agreement prior to using a device



Use of ICT during Home Learning

In abiding by this policy all Woodline Primary children agree to:

- use ICT in a safe, honest and legal manner;
- immediately report any unacceptable use of ICT to a Team member or caregiver; and
- when using the internet follow the specific instructions given by a Guide;

Within the Home Learning period, children agree to:

- respect the rights of others, including their right to privacy, by refraining from using technology to give out personal information about others. Personal information includes surname, date of birth, address, location, email address, phone number, photos or sensitive information (such as health, gender, religion or race);
- protect their identity by refraining from using technology to give out personal information about themselves;
- not film, photograph or otherwise record members of the Woodline Primary community (children, Team members and visitors)
- follow the law and only obtain and store legal data or applications;
- not seek out, create or transmit any inappropriate or objectionable material. This includes anything which constitutes racial discrimination, sexual discrimination, bullying or harassment.

If there is unacceptable use of ICT by a child, caregivers will be notified.



Home Learning Technology Agreement Form

Prior to the commencement of Home Learning, caregivers will be required to read and sign the Home Learning Technology Agreement Form.

See document: [Appendix 4 Home Learning Technology Agreement.pdf](#)

Digital Technology Consent Form

Prior to the commencement of the year, caregivers will be required to read and sign the Learning Technology Agreement via Compass.

Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	New policy
2.0	August 2022	Amendments to language Provided additional information
Scheduled review date		June 2024