








Information for parents

Our commitment to the responsible use of digital technology

At Quarry Hill Primary School, 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>We set clear expectations</p> <ul style="list-style-type: none"> • We have clear expectations about appropriate conduct using digital technologies. • Our school seeks parent consent for all department-approved applications and software used by students. In addition, we obtain consent for any software procured independently by the school. All digital tools are implemented in accordance with the Department of Education's guidelines to ensure student safety, privacy, and informed family engagement. • Our BYOD Policy outlines the school's commitment to enhancing student learning through digital technologies while promoting safe, responsible, and respectful use. It sets clear expectations for student conduct, explains how the school responds to inappropriate behaviour, and confirms alignment with Department policies on digital learning and social media. • Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours. • We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy. • Our school policies are available on our website and can be accessed here: School Policies.
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none"> • 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. • eSafety and cyber safety resources are included in our Social Emotional Learning (SEL) and Creating Our Learning Environment (COLE) planners and are taught on a regular basis. • We upload fortnightly newsletter items aligned with themes from E-Safety, Digital Child, and ChildNet, and include links to free webinars on online safety.
	<p>We partner with families</p> <ul style="list-style-type: none"> • 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.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> • We provide access to educational software for students to use. • We create student email accounts that are non-identifiable. <p>We use a range of trusted online programs, surveys, and assessment tools to support student learning, communication, and well-being. These include:</p> <p>Learning Tools & Platforms</p> <ul style="list-style-type: none"> • Canva Education – online design tool for creating posters, presentations, and visuals • Maths Invaders – an interactive program to build speed and confidence with maths facts

	<ul style="list-style-type: none"> ● Minecraft Education – a game-based learning platform for coding and problem-solving ● Teach Your Monster to Read – a fun program for phonics and early reading skills ● Typing Tournament – an engaging program for learning keyboard and typing skills <p>Google Tools for Learning & Collaboration</p> <ul style="list-style-type: none"> ● Google Apps – a suite of online tools for learning access anywhere ● Google Classroom – a platform for sharing learning tasks and resources ● Google Docs – a tool for creating, editing, and sharing documents ● Google Drive – secure online storage for student work and files <p>Communication & Organisation</p> <ul style="list-style-type: none"> ● Class Dojo – a communication and organisation tool for teachers, students, and families ● Compass – main school platform for communication and updates ● Class Solver – software used to create balanced class groups <p>Assessments & Surveys</p> <ul style="list-style-type: none"> ● Insight Platform – Department assessments (EOI, MOI, ABLES) to track learning progress ● Essential Assessment – curriculum-aligned learning and assessment tasks ● Year 1 Number Check – assessment of number knowledge and numeracy skills ● Year 1 Phonics Check – assessment of phonics knowledge and early reading ● DIBELS – a tool for tracking and organising student reading progress ● Components of Spelling Test (CoST) – detailed assessment of spelling strengths and areas for growth ● PIVOT Survey – student feedback on classroom learning experiences & wellbeing ● Student Attitudes to School Survey (AtoSS) – student feedback on wellbeing, engagement, and learning
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> ● We supervise students using digital technologies in the classroom, consistent with our duty of care. ● We use clear protocols and procedures to protect students working in online spaces.
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none"> ● 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. ● We may access and monitor messages and files sent or saved on our network, if necessary and appropriate.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none"> ● 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. ● We refer suspected illegal online acts to the police.

Digital technology at Quarry Hill Primary School

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.

	Establish clear routines <ul style="list-style-type: none">• 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">○ Requiring devices to be used in a common area, such as a living room or kitchen○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.• Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.
	Restrict inappropriate content <ul style="list-style-type: none">• 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.• Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	Talk about online safety <ul style="list-style-type: none">• Talk with your child about the importance of protecting personal information and recognising online scams.• Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	Model responsible and balanced technology use <ul style="list-style-type: none">• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	Work with us <ul style="list-style-type: none">• Let your child's teacher know about concerns you have regarding their technology use• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

***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](#).

Digital technology at Quarry Hill Primary School

Personal devices at QHPS

Quarry Hill Primary School operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school.

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 QHPS, please ensure that it complies with the following specifications:

WHICH DEVICE CAN STUDENTS BRING TO SCHOOL?

Only computers meeting the following **minimum specifications** provided by the school will be able to connect to the school's network.

Please note that our school's system does not support Windows S mode and Snapdragon.

Minimum Specifications of devices at QHPS		
	Windows Devices	Chromebook Devices
Memory	4GB	4GB
Storage	128GB	32GB
Operating System	Windows 11 Home or Professional (<i>Windows S mode and Snapdragon are not supported</i>).	Chrome OS
Minimum Battery Life	It is recommended that batteries last for 6 - 8 hours without charge.	It is recommended that batteries last for 6 - 8 hours without charge.
WIFI	Wireless-N, AC Adaptor	Wireless-N, AC Adaptor
Hardware Features	Built-in camera and microphone.	Built-in camera and microphone.
Screen	Display must measure 24.6 cm (9.5 inches) diagonally. Display must support resolution of at least 1024 x 768 at 32,000 colours.	Display must measure 24.6 cm (9.5 inches) diagonally. Display must support resolution of at least 1024 x 768 at 32,000 colours.
Maximum Age	4 years old.	4 years old.
School Management	A school management application will be required for all students purchasing a Windows Device. This enables the school to manage the device and deploy applications quickly and efficiently. This can be installed by the school technician.	All students purchasing a Chromebook will require a Google Chrome Management Console License, which the school provides. This enables the school to manage the device and quickly install necessary applications. When bringing the Chromebook to school for the first time, please organise with the office to have it connected.

Behavioural Expectations – Personal devices

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 storage when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

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

- Support to access software ([Google Workspace](#))
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

Digital technology at Quarry Hill Primary School



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.

EQUITY AND BYOD

Quarry Hill Primary School will provide access to technology for all students regardless of the family's financial situation. For families opting not to participate in the BYOD Program, the school will have devices available, which will provide students with access at school to technology, however, not on a 1:1 basis. These devices will be available to use during school hours but will not be sent home with children.

MISUSE AND BREACHES OF THE BYOD POLICY

If a student is found to have misused their device on the school network, there are a range of sanctions that may apply, including but not limited to:

- Loss of some or all school network privileges for a period of time
- Removal of the computer by a staff member. The parent is to collect from the teacher.
- Suspension from school
- Reporting of a criminal offence by the school to the Police.

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the computer, the school has the right to impound the device and conduct a search for the material.

PARENT/CARERS' RESPONSIBILITIES

Parents/carers will need to supply the device for students to use during school hours.

It is recommended that parents/carers have access to the device and check the software, apps and other files saved on the computer to ensure that they are legal and ethical and suitable for school. Parents will be provided with the username and password to access their child's device at Start Up Day interviews.

Access to the Internet outside of school hours will be via the home internet account and at the cost of the parent/carer.

We recommend that parents/carers supervise their child whilst they are using the internet. Use of the device in an open area is recommended.

DEVICE IDENTIFICATION

Student devices will be labelled in a manner specified by the school. Devices can be identified by individualised serial numbers. These are recorded by the technician when the device is connected to the school system. We encourage parents/carers to ensure the device is adequately named.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Clinton Donohue via Clinton.donohue@education.vic.gov.au

For students

What we expect

Below are our expectations of students at Quarry Hill Primary School when using digital technologies. Students will review and sign this document termly as part of their COLE Unit.

QHPS iPromise Statement

Computer Rules

I promise to care for the computers and iPads. I will carry them with two hands, keep them away from water and treat them in the correct way.

I promise to only go on programs or applications that the teacher tells me I can go on for that lesson.

I promise to carefully place the computers back in the storage trolley and make sure I connect the computer to a charger.

*I promise that I will use the computers and iPads at school to assist and support my learning and not use them for any other purpose.
I promise to only search for content for my learning.*

I promise to be respectful in how I talk and work with others online and never write or participate in online bullying.

I promise to keep myself and my friends safe by not giving out details, including full names, telephone numbers, addresses and images and by protecting my password.

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.