

YARRAVILLE SPECIAL DEVELOPMENTAL SCHOOL

ACCEPTABLE USE AGREEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our device program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Yarraville Special Developmental School

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Digital Technologies - Responsible Use](#) and
- [Digital Learning in Schools](#).

Staff, volunteers, and school councillors also need to adhere to codes of conduct relevant to their respective roles.

These codes include:

- [Child Safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.



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POLICY

VISION FOR DIGITAL LEARNING AT OUR SCHOOL

Yarraville Special Developmental School's vision is to empower students to use digital technologies safely and appropriately and to contribute positively to society as happy, healthy young adults. In doing so, we scaffold and support opportunities for every student to connect, communicate and create by integrating technology with hands-on, authentic learning experiences.

As a one-to-one iPad School, we have been recognised for inspiring, imagining and impacting teaching and learning through continuous innovation. iPads are used by staff and students as an integral tool for teaching and learning across all areas of the curriculum, in conjunction with hands-on, multi-sensory experiences. Staff support students to develop skills in using a range of flexible, open-ended applications to support, present, extend and reflect upon their learning. Through these experiences, students benefit from learning that is engaging, accessible, personalised, collaborative and transformative.

SCHOOL OWNED IPAD PROGRAM AT YARRAVILLE SPECIAL DEVELOPMENTAL SCHOOL

Yarraville Special Developmental School operates a fully school funded 1 to 1 iPad program. Each student will receive a school iPad that includes carefully selected apps to be used at school. Each student will have access to the communication app proloquo2go to support our school wide supports around communication.

The school iPad should always remain at school to be used in the classroom as directed by the classroom teachers. iPads are stored in a secure locker and charged every night and have an expected life cycle of three years. At the end of the device life cycle, the device is collected and replaced with a current model iPad.

All iPads are managed and supervised by Yarraville Special Developmental School and can be locked and tracked via GPS.

All traffic going in and out of all school devices while connected to the school network can be monitored and blocked.

The school uses keyword searches to create live reports based on "at risk" terms. These reports are shared with Classroom Teachers, Learning Centre Leaders, Principal Team and School Wellbeing Teams, as appropriate.

Yarraville Special Developmental School takes no responsibility for loss of photos, documents or data if the iPad is damaged or requires wiping.

PERSONAL DEVICES AT YARRAVILLE SPECIAL DEVELOPMENTAL SCHOOL

Our school does not encourage students to bring personal devices to school (unless there is a specific need which has been discussed and agreed with parents/carers in advance) and we do not have insurance to cover accidental damage to students' devices. Parents/carers are encouraged to consider obtaining their own insurance for their child's device if they are bringing it to school.

No IT support will be provided for personal devices, and they will be unable to join the school network.

SOCIAL MEDIA USE

Our school follows the Department's policy on [Digital Technologies - Responsible Use](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.



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In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

STUDENT BEHAVIOURAL EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Yarraville Special Developmental School's [Statement of Values](#), [Student Wellbeing and Engagement Policy](#), and [Bullying Prevention Policy](#).

School devices shall not be used to access, store, create or communicate any material that is deemed inappropriate. Such material includes but is not limited to text, audio, pictures or video that contains explicit language, violent, pornographic or illegal content.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Yarraville Special Developmental School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. For example, students may be restricted from accessing any applications or functionality within a device, for any length of time deemed appropriate by the School Leadership Team.

Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Consultation	School staff via email 24/11/2025
Approved by	Principal
Next scheduled review date	November 2027

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INFORMATION FOR PARENTS

OUR COMMITMENT TO THE RESPONSIBLE USE OF DIGITAL TECHNOLOGY

At Yarraville Special Developmental 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 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.
	<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.
	<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 communicate daily with families through SeeSaw
	<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.

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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>Establish clear routines</p> <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.
	<p>Restrict inappropriate content</p> <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).
	<p>Talk about online safety</p> <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.
	<p>Model responsible and balanced technology use</p> <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 technology use in your own daily routine to set a good example for your child.
	<p>Work with us</p> <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](#).

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INFORMATION FOR STUDENTS

WHAT WE EXPECT

Below are our expectations of students at Yarraville Special Developmental School when using digital technologies.

Be safe 	<p>At Yarraville Special Developmental School, we protect personal information and keep safe online.</p> <p>We do this by:</p> <ul style="list-style-type: none"> • Being safe when we carry our iPads around the school • Restricting the personal information, we post online, including images and videos.
Be respectful 	<p>At Yarraville Special Developmental School, we are kind and show respect to others when using technology.</p> <p>We do this by:</p> <ul style="list-style-type: none"> • Acting with kindness and never bullying others online. • Thinking about how our words might make others feel before we say or write them. • Only taking photos or recordings of others when they are aware and have given us permission to do so. • Seeking permission before sharing others' information online.
Be responsible 	<p>At Yarraville Special Developmental School, we are honest, handle technology with care and follow the school rules.</p> <p>We do this by:</p> <ul style="list-style-type: none"> • Handling devices with care. • Not interfering with devices, school systems, or other students' work. • Not downloading or using inappropriate programs like games. • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others. • Turning off and securely storing our mobile phone during school hours. • Ensuring a healthy balance between screen time and offline activities at school.
Ask for help 	<p>At Yarraville Special Developmental School, we ask for help if we feel unsure or see something inappropriate.</p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"> • We feel uncomfortable or unsafe. • We see others participating in unsafe, inappropriate, or hurtful online behaviour. • We notice any damage to school technologies. • We need help understanding about a digital tool or how it can be used.

Support for students:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.