BOX HILL NORTH PRIMARY SCHOOL

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Household Technology and Services Guidelines

This document supplies information to parents and guardians about the safe use of technology and online services. It is crucial that parents, guardians and students are involved in reading, understanding and setting the expectations in the agreement. Once you have read the following information, please fill in the sheet over the page setting clear expectations for technology use in your household. Put it up in a prominent location in your home so that everyone is aware of the expectations set out in the agreement.

Guidance information for Parents and Guardians

The following is information for you to read and discuss with your family to help you set reasonable and safe limits for using technology in your household. There **MUST** be limits for technology use at home, whether it is personal or school owned technology.

Setting Rules and Expectations

Outside of school hours you, as the parent or guardian, are responsible for setting use guidelines, restrictions and ensuring students are safe whilst accessing technology. We hope that many of the expectations you choose fall in line with our Acceptable Use Agreements and suggestions laid out in this document. Young children are unable to make decisions about what they do not fully understand or have yet to experience and it is your role to ensure that you explain what is and is not okay. Allowing them to self-govern, is not sufficient. Set the expectations and make them clear. The school will set homework tasks for students to complete using online services on their 1-to-1 device, however, at no stage does this override the rules set by parents and guardians. For instance, if we set a task to comment on an online forum organised by the school, there is an expectation that you are still supervising your child whilst they are completing this task.

Installing programs and Apps

Students who are under the age of 13 are not legally allowed to have iTunes, Microsoft Accounts or Google accounts. As such, parents are expected to monitor and manage the accounts and your child cannot install or use Apps that you have not personally approved. It is important that your child does not have the administrator or App store password to install and use applications. Where possible, your child's accounts should be restricted to prevent them from installing applications and Apps without parents to facilitate this.

Sleep and Technology Use

Most research suggests students in years Foundation to year 6, should be getting between 10 and 12 hours of sleep. No homework task set is important enough to stay up and use technology beyond an agreed time. Students should not be using any screen technology 30 minutes prior to sleeping as this will likely overstimulate them.

Screen Time

Research (Government of South Australia, 2012), recommends students aged between 5 and 18 should have no more than 2 hours of recreational screen time per day. This could include: watching TV, playing Xbox/Nintendo or surfing the internet. It is crucial that despite our technologically focused lifestyle, we make time for other activities such as: playing sport, seeing friends and socialising and non-technology based past times.

Safe, Public Space and Supervision

Technology, in any form, should only be used in a public space (such as a living room or kitchen) and **NEVER** a study or bedroom. If your child is using any technology, there is an expectation that there is a parent nearby to supervise them while they are accessing it. We recommend you move game stations (Xbox/Wii) etc. into the family room to ensure that students can be supervised.

Charging/Docking Space

It is crucial that all personal electronics, including mobile phones, laptops, Nintendo DS etc. are left outside of students' bedrooms. It is not a suitable charging, storage or use area. We encourage you to set up a charging station (away from windows) to ensure that devices can all be charged overnight and make sure that they are not being used past their designated Switch Off time.

Internet Access

The internet is now arguably as important as electricity, gas or water. However, whilst it facilitates access to unimaginable amounts of information, games and entertainment – much of the internet is not child friendly. Students, regardless of any web filtering software, will come across situations, content and information that will be inappropriate, make them feel uncomfortable or upset. It is not sufficient to rely on such technologies when going out and leaving children unsupervised. Students should only be using devices with internet access under direct supervision of their parents. If you must connect devices to WiFi, you need to set time restrictions to access internet. Most modern WiFi routers will allow you to restrict access between certain times, for certain devices. If you are unable to set up such restrictions, we suggest you remove the power cable (and lock it away), to ensure that internet access cannot be gained. Students having mobile phone with 3G/4G internet access (or a data allowance) is almost impossible to monitor and observe. You can however cancel it with your carrier.

Age Appropriate Technology and Services

Students, even under adult supervision, should only be utilising tools and websites that are suitable and recommended for student use. This is a matter for some debate as laws are not necessarily clear on what is and is not legal. We recommend that you use Commonsense Media and ACMA to determine what is and is not acceptable for your child and judge websites and tools on a case by case basis.
Below are the websites that you need to look at:
https://www.commonsensemedia.org/
http://www.acma.gov.au/
Please remember that although you may approve of certain Apps, programs, movies or websites, that other parents may not – it is important to discuss these technologies with members of our community.

Consequences

Children and adults alike need to understand that for actions there are consequences both positive and negative depending on the action taken. We support that you set strict consequences for misuse of technology. The most obvious of which is removal or suspension from using a device or service. For minor offenses we recommend a verbal warning and explanation of what they were engaging in is inappropriate. At this age, the discussion is very important so that they can build an understanding of how to act in the future. For more serious offenses, a suspension from using the devices is most likely the best decision. Please make sure you enforce it carefully, children are increasingly capable of circumventing restrictions and hiding or masking their activities.

Types of Online Spaces

When children are online and connected to the internet they will have access to a variety of online spaces. Generally these spaces fall into 3 categories:

- **ME Space (low risk):** A private space, generally requiring a password or username known only to that user, that can only be accessed by the individual (ie. your child) and they cannot interact with other users.
  EXAMPLE: Reading Eggs/Reading Eggspress, Mathletics (primarily).

- **WE Space (medium risk):** A space, generally requiring a password or username known only to that user or a small group of users, where things can be accessed by a smaller community (ie. school, class, teacher or

only to users of s specific tool or space) and content can be shared, viewed or communicated.
EXAMPLE: eduPLEX, school email service.

- **SEE Space (high risk):** A space that is accessible to anyone on the internet without having to have a logon or password or access to a community page by default.
EXAMPLE: YouTube, 4Chan, most social media tools.

As a school we actively discourage and do not permit students to make, distribute, comment or communicate content on "SEE" spaces for privacy and security reasons. If you do permit this to happen, please make sure you are well informed about the tool or online service your child is using.

Social Media Tools

In recent times, the school has taken a proactive view of social media tools. These tools are loosely defined as any digital technology or service that allows communication using the internet. Under our Acceptable Use Agreements, students are explicitly banned from using any social media tools or online services to communicate on any school owned devices unless they are sanctioned by the school or instructed to be used by a teacher. At the present these tools are:

- Netspace/iiNET Email Service;
- eduPLEX;
- Other online services or tools determined by the teachers which do not require personally identifying information to be used or operated and have a restricted audience, viewership or membership.

Students in Foundation through to year 2, will not have any school exposure to individual social media tools and we would ask that you consider employing the same attitudes at home. We have acknowledged that it is crucial for students to be capable of using these digital communication tools prior to their arrival at High School and into their adult lives. We heavily oppose the underage creation and student use of social media tools in line with the laws that govern the use of these tools. Although we do not endorse the use of social media tools, other than supplied by the school, we will not discourage parents from setting up accounts on the behest of their child if:

- The student is at least in year 3;
- It does not breach the Terms of Service of the online service;
- If the parent or guardian maintains supervision and control of the account;
- If the use of their service is not encouraged or endorsed to students at the school or school community;
- If the parent takes an active role in talking and working with their child regarding the use of the service.

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Our Household Technology Agreement

This is to be pinned up in a public space in the house to ensure all household members are aware of the expectations. Remember, this covers ALL technology you use in your household, school owned or household owned.

What technology devices do we have in our household?

_____

Agreed **Public Safe, Space** under parental supervision for technology to be used:

_____

Switch Off Time/Docking Time for ALL technology: _____

The family technology **Docking/Charging space** is: _____

Agreed consequences for misuse for a small offense: _____

Agreed consequences for misuse for a more serious offense: _____

As a child in my household I agree to:	As a parent/guardian in my household I agree to:
• Follow our Household Technology Agreement at all times and NOT argue with my parents about it; • Follow the school's Technology and Services Acceptable Use Agreement and 1-to-1 Program agreements.	• Enforce our Household Technology Agreement and NOT cave in to complaining, arguing or tantrums.

Child's signature: _____

Parent/Guardian's signature: _____