

ICT POLICY AND STUDENT USER AGREEMENT

Last updated: July 2026

Rationale

The purpose of this policy is to outline the use of ICT (Information and Communication Technology) at Risdon Park Primary School. We aim to create a safe and engaging digital environment where students can explore, create and collaborate using technology. Through purposeful use of ICT, students develop the skills and confidence needed to be successful and responsible digital citizens.

Roles and Responsibilities

The School will:

- Provide access to safe, reliable and age-appropriate ICT resources, infrastructure and software to support quality learning and teaching, aligning with the Department's digital foundations.
- Promote and embed digital citizenship and cyber-safety practices across all learning programs.
- Monitor and maintain ICT systems, including filtering, security measures and approved hardware/software usage.
- Foster professional development opportunities for staff so they can effectively integrate technology into curriculum and pedagogy.
- Communicate clear expectations and consequences around acceptable ICT use, in collaboration with students, parents/caregivers and staff.
- Use a leadership-led traffic-light process for online safety alerts and suspected ICT breaches. SWIFT reports will be accessed and reviewed by school leaders, who will advise relevant staff when follow up is required. Responses will be calm, proportionate, wellbeing-focused and documented.
- Record and monitor repeated online safety themes where appropriate to identify students, classes or cohorts who may require additional teaching, wellbeing support, or parent/carer partnership.

Staff will:

- Model responsible and ethical use of ICT, including respecting privacy, intellectual property and appropriate online behaviour.
- Facilitate student learning through purposeful technology integration, ensuring devices and software are used to enhance thinking, creativity and collaboration.
- Supervise and support students in safe online practices, and respond to reports of inappropriate use or suspicious activity.
- Uphold school and Department policies including the cyber-security standard and ensure that only authorised software/hardware are used in the learning environment.
- Maintain student accountability by teaching digital citizenship, reinforcing the Agreement and tracking adherence to the ICT policy.
- Respond to online safety concerns as advised by leadership, using calm, non-shaming check-ins that seek to understand context, assess safety and support help-seeking.
- Follow leadership direction regarding Amber and Red online safety alerts including wellbeing check-ins, parent/carer communication, and escalation decisions.

Students will:

- Complete and return the ICT Student User Agreement (signed by both the student and their parent/caregiver) before using any school or Department ICT equipment, devices or online services.
- Use school ICT responsibly and only for learning purposes.
- Keep personal information, usernames and passwords private.
- Communicate respectfully online and never engage in bullying, harassment or sharing inappropriate material.
- Use software, internet and AI tools ethically – not for cheating, plagiarism or creating offensive content.
- Follow all filtering and security rules; not install or use unapproved software, games or apps.
- Seek permission before photographing or recording others.
- Report unsafe, inappropriate or suspicious online activity to a teacher or staff member.
- Understand that online safety alerts and possible ICT breaches will be followed up respectfully, with adults checking what happened, whether anyone is unsafe, and what support or next steps are needed.

Managing ICT Safety Concerns

Risdon Park Primary School manages suspected breaches of acceptable ICT use, browsing and security alerts, and online safety concerns using a wellbeing-led traffic-light triage process. The purpose is to keep students safe, promote positive digital citizenship, encourage help-seeking, identify patterns of concern and ensure responses are proportionate to the level of risk.

SWIFT reports are accessed and reviewed by school leaders only. Where a report identifies a concern requiring follow-up, leadership will advise the relevant staff member and determine the appropriate response.

TRAFFIC LIGHT LEVEL	EXAMPLES OF CONCERN	TYPICAL SCHOOL RESPONSE
● Green Low-level concern	• Accidental access • Curiosity-based browsing • Unclear or isolated alert	• Calm check-in with the student. • Reteach safe online behaviour and expectations. • Reminder of the Student ICT User Agreement. • Leadership will advise the relevant staff member where follow-up is required. • Monitor for any repeated concerns.
● Amber Developmentally concerning	• Repeated alerts or incidents • Behaviour suggesting a possible wellbeing concern. • Patterns of inappropriate ICT use	• Leadership/Wellbeing-led response. • Student wellbeing check-in. • Consult with class teacher. • Contact parent/carer. • Targeted digital citizenship teaching. • Restrict ICT access if required. • Record in EMS (Wellbeing Note). • Set a review date.
● Red Immediate safety concern	• Serious online safety concern • Safeguarding issue • High-risk or potentially illegal activity	• Immediate Leadership/Wellbeing response. • Safety planning for the student. • Contact parent/carer unless doing so increases risk. • Preserve ICT evidence. • Escalate to appropriate agencies (e.g. SSS, SWISS, CARL, SAPOL or emergency services) where required. • Document in EMS. • Ongoing follow-up and review.

Triage decisions will consider the student's age, developmental stage, disability or additional needs, intent, pattern of alerts, impact on others, immediate safety, prior support, family context and any child protection or safeguarding concerns.

Access restrictions or other school consequences may be used where necessary, but should be part of a proportionate response that prioritises safety, wellbeing, learning and restoration rather than shame or punishment.

Policy Review and Acknowledgement

This policy aligns with the Department for Education's Digital Technologies, ICT Security, and Cyber Safety frameworks.

The traffic-light response process is intended to align with Department for Education guidance on responding to online safety incidents and with eSafety guidance that schools respond calmly, support student wellbeing, involve parents/carers where appropriate and encourage help-seeking.

The policy will be reviewed at the end of the year, or earlier if Department policies or technologies change.

Risdon Park Primary School encourages all members of our community to uphold this policy and work together to maintain a safe, respectful and inclusive digital environment.

Support resources for families can be found at the [eSafety Commissioner's website \(esafety.gov.au\)](https://esafety.gov.au)

Policy Information

<i>Person Responsible:</i>	<i>Last Updated:</i>	<i>Version:</i>
Principal	July 2026	1.0

STUDENT ICT USER AGREEMENT - 2026

Purpose

Our school is committed to providing a safe and respectful online learning environment. All students and their parents/caregivers must read and sign this agreement before using any school or Department ICT (Information and Communication Technology) devices, software, or internet services.

When using ICT, students must:

1. Use their own account only - never share usernames or passwords.
2. Keep personal details private - don't share personal or others' information online.
3. Use online tools safely and respectfully - only communicate with others as part of learning.
4. Avoid unsafe or inappropriate sites - no access to violent, illegal, or offensive content.
5. Follow filtering and security rules - don't try to bypass filters or install unapproved software (like VPNs or hacks).
6. Use AI tools responsibly - not for cheating, plagiarism, or creating offensive content.
7. Respect copyright - don't download or share illegal games, movies, or music.
8. Be kind online - no bullying, harassment, or rude messages.
9. Follow website rules - including age limits and terms of use.
10. Use school ICT for learning - not for personal business, gaming, or streaming.
11. Get permission before recording others - photos or videos require consent.
12. Report anything suspicious - tell a staff member if you see or experience something unsafe.

Important

Our school and the Department may monitor ICT use to help keep students safe and ensure technology is used responsibly. Misuse of ICT may result in loss of access or other school consequences.

If an ICT concern or online safety alert occurs, the school will first check what has happened and whether anyone needs support. We use a wellbeing-led traffic light approach to guide our response:

- Green - A reminder, check-in and reteaching of safe ICT use, with follow-up by a relevant staff member where advised by school leadership.
- Amber - A concern that requires support from school leadership or wellbeing staff, with family contact and follow-up where needed.
- Red - An urgent safety concern that requires immediate action to protect the student or others.

Students will be treated respectfully throughout the process, supported to learn from the situation, and informed of any next steps.

Please turn the page to complete the Student and Parent/Caregiver Agreement.

2026 Student Use Acceptable Acknowledgement

Student Agreement:

I understand and agree to use school ICT responsibly and safely. I know my activity may be monitored and that access may be removed if I break these rules.

I understand that if my ICT use raises an online safety alert, a trusted adult may talk with me calmly to understand what happened and help keep everyone safe.

Student Name:	
Class/Homegroup:	
Signature of student:	
Date:	

Parents, Caregivers and Legal Guardian Agreement:

I have discussed this agreement with my child and understand their responsibilities. I know that my child's access to ICT may be removed if they misuse it.

I understand that RPPS uses a Traffic Light wellbeing triage process when online safety alerts or possible ICT breaches occur, and that the school may contact me where an alert repeated, developmentally concerning, linked to wellbeing, or indicates a safety/safeguarding concern.

More information for parents can be found at esafety.gov.au.

Name(s):		
Signature(s):		
Date:		

Please return this signed page to your child's class teacher.