








Information for parents

Our commitment to the responsible use of digital technology






At Lethbridge 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 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. This includes the use of Google Classroom, Essential Assessment and Minecraft Education. We create student email accounts which are non-identifiable.
	<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 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.

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. • Consider using parental restrictions on devices and internet connection.
	<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). • Consider using parental restrictions on devices and internet connection.
	<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 tech 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](#).

Digital Technology at Lethbridge Primary School



Personal devices at Lethbridge Primary School

Lethbridge Primary School operates a Bring Your Own Device (BYOD) program in Years 3-6. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with Learning with Technologies who offer a portal for the purchase of devices for Lethbridge Primary School students.

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 Lethbridge Primary School, please ensure that it complies with the following specifications:

Lethbridge Primary School has special arrangements with Learning with Technologies that offer a portal for the purchase of devices for Lethbridge Primary School students.

Recommended Device

We have selected two devices for use at Lethbridge Primary School. Each of these devices is a Chromebook, and families can select the device they prefer. We do recommend families consider the use of current devices at home, as there may be the benefit of sharing accessories such as chargers. Chromebooks are designed for education and use the Google Chrome Operating System.

Minimum Hardware Specifications		Warranty Options
Form Factor Type	Option 1 Lenovo 100E G4 Chromebook - 11.6inch Intel N100 - 4 Cores, Up to 3.4GHz RAM 8GB Hard Drive 64GB	1 Year Onsite Warranty - 1 Year on Battery 3-Year Onsite Standard Education Warranty - 1 Year on Battery - covers impact damage, liquid spills - if the unit is deemed uneconomical to repair due to damage, the unit will be replaced, and damage coverage ends. No repair costs. <i>(cost associated – see LWT portal)</i>
	Option 2 Lenovo 500E G4 Yoga Chromebook - 12.2" Intel N100 - 4 Cores, Up to 3.4GHz RAM 8GB Hard Drive 64GB	1 Year Onsite Warranty - 1 Year on Battery 3 Year Onsite Education+ Warranty - 3 Year on Battery - covers impact damage, liquid spills - if the unit is deemed uneconomical to repair due to damage, the unit will be replaced, and damage coverage ends. No repair costs. <i>(cost associated – see LWT portal)</i>
Operation System	Google Chrome OS (applies to both above options)	Chromebooks require a Google Chrome OS education license so that the devices can be managed by the school IT technician. Cost of the device includes the Cost of Chrome OS License and zero-touch enrolment.
Battery Life	Advertised battery life is up to 12 hours for both options above. If previously owned, the battery life needs to be in reasonable condition to ensure fair use at school.	

- **Warranty**

We strongly suggest families consider the 3-year onsite warranty through Learning with Technologies. Where repairs are required, the 3-year warranty will cover repairs at the school. Warranty and Insurance options are available for parents to select when purchasing the device through Learning with Technologies. Lethbridge Primary School is in no way responsible for warranty claims.

- **Repairs**

For devices that are purchased through Learning with Technologies and have the 3-year warranty purchased, the school can arrange Learning with Technologies staff to visit the school when repairs are required. Lethbridge Primary School is in no way responsible for any repairs to your device. Lethbridge Primary School is in no way responsible for any insurances.

From this year onwards, the standard warranty includes accidental damage due to impacts and liquid spills and if unit is deemed uneconomical to repair due to damage, the unit will be replaced, and damage coverage ends. No repair costs are involved.

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When purchasing a device from another provider, please take this page into the store to show the minimum technical specification required. Ensure your device has the minimum specifications outlined below.

Families who wish to purchase their device from another provider need to ensure a license is provided to the school for the device to be connected to the school network. This is called a “Certificate for Management assigned to the Department of Education”. You can purchase this license from the school LWT BYOD portal. Cost of the license is \$60.

Lethbridge Primary School does not support the use of Apple iPads for BYOD for students in Years 3-6.

Online Services 2026

In 2026, Lethbridge Primary School will be using two software applications that will be hosted online: Compass and Google Suite for Education. To comply with the Department of Education (DE) Online Services Policies and legal requirements, we must disclose all details of where, how, what and why the data will be stored on these applications.

Software Vendor	Compass	Google Apps for Education
Privacy Policy Links	https://policies.compass.education/privacy	Privacy & Security Center Google for Education
What does the online service provide?	This is an Online Student Management System introduced to Lethbridge Primary School in 2024. This system provides Attendance, Parent Portal Access and much more.	Learning Management System providing Central online storage and collaboration service for staff and students at Lethbridge Primary School.
Who is the Service Provider?	The Service is hosted in the cloud by Compass Education	Google
What personal information of individuals will the school use and disclose to the service provider?	<p>The types of personal information collected include:</p> <p>Students:</p> <ul style="list-style-type: none"> ● Full name ● Company, school or organisation ● Personal contact details and address ● Wellbeing data ● Medical information ● Attendance information ● Report Information ● Network user account information <p>Parents:</p> <ul style="list-style-type: none"> ● Full name ● Contact information including address, phone and email. ● Parent Portal username and password information 	<p>Students (Only):</p> <ul style="list-style-type: none"> ● Full name ● Year level ● Email address ● Learning data ● Curriculum data

Digital Technology at Lethbridge Primary School

<p>How will the school use the personal information of individuals?</p>	<p>Students: All data listed below will only be accessed by relevant staff members.</p> <ul style="list-style-type: none"> ● Full name and contact information: Made available so staff are able to contact relevant parties for various reasons. ● Wellbeing data: Tracking student wellbeing information to follow up on this effectively. ● Medical information: Alerts staff to issues who are able to take necessary actions in regard to medical incidents. ● Attendance information: Staff will mark student data and ensure that students are meeting Lethbridge Primary School's attendance requirements. ● Report information: Reports will be uploaded to the site for parent/guardian access. ● Network User Information: Allows students to access Compass. <p>Parents: All data listed below will only be accessed by relevant staff members;</p> <ul style="list-style-type: none"> ● Full name and contact information: Made available so staff are able to contact relevant parties for various reasons. ● Parent Portal username and password information: Used to access the parent Portal on Compass. 	<p>Students (Only):</p> <ul style="list-style-type: none"> ● Personal data: Students' personal drives will be hosted on the Google Drive. ● Student work: Any student work completed on Google Apps will be hosted on Google Drive. ● Curriculum data: Any curriculum and assessment tasks might be hosted on Google Apps. ● Assessment data: Staff will complete spreadsheets containing student results. These will be secured so only staff have access.
<p>Where will the service provider store the personal information disclosed to it?</p>	<p>Hosted in cloud, Data stored in Australia only</p>	<p>Storage locations for Google Apps for Education are:</p> <ul style="list-style-type: none"> ● United States ● Australia - Sydney
<p>What school policies apply to the use of these online services?</p>	<p>As per this policy and the school policies for:</p> <ul style="list-style-type: none"> ● Acceptable Use of Electronic Devices Agreements ● Consent for BYOD Program 	
<p>Will the school be able to access and retrieve all the content including messages or other communications from the online services?</p>	<p>Both applications will have tools installed and service teams which will allow Lethbridge Primary School to adequately track usage of these services.</p>	
<p>How will the service provider use personal information of individuals that is collected from the school?</p>	<p>Data is not mined for educational purposes, and the ownership remains the property of Lethbridge Primary School.</p>	<p>Data is not mined for educational purposes, and the ownership remains the property of Lethbridge Primary School.</p>
<p>Who will be able to see the content and work?</p>	<p>Users will need to be registered users of the Lethbridge Primary School ICT Network (Edustar). Access to technical materials will be required at times by both vendors. These vendors require strict permission before viewing any of the data. User permissions will be determined by Lethbridge Primary School's ICT Technician ICT and Leadership team.</p>	
<p>Whilst students own copyright in the work they produce, who will have rights to reproduce and/or use the works?</p>	<p>Both services state that the data remains the property of Lethbridge Primary School, meaning Lethbridge Primary School solely reserves the right to decide this. Written consent from a parent or guardian will be required before allowing any data to go outside the school.</p>	

Digital Technology at Lethbridge Primary School



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 lockable 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

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

- Support to access software
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school office on 5281 7214.

What we expect

Below are our expectations of students at Lethbridge Primary School when using digital technologies.

Be safe



At Lethbridge Primary School, we protect personal information and keep safe online.

We do this by:

- Not sharing our password or using someone else's username or password.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online, including images and videos.

Be respectful



At Lethbridge Primary School, we are kind and show respect to others when using technology.

We do this by:

- Only using a device when instructed by a staff member.
- Only accessing sites and programs connected to our learning.
- 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



At Lethbridge Primary School, we are honest, handle technology with care and follow the school rules.

We do this by:

- 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 and smart watch during school hours.
- Ensuring a healthy balance between screen time and offline activities at school.

Ask for help



At Lethbridge Primary School, we ask for help if we feel unsure or see something inappropriate.

We do this by talking to a teacher or a trusted adult if:

- 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.

Digital Technology at Lethbridge Primary School

My ideas on safe and responsible online behaviour

Your task:

- Talk with your classmates and/or your parents about what safe and responsible online behaviour means for you.
- Write or draw your response in the boxes below:

Be safe - I protect personal information and keep safe online. This means I:

(write or draw...)



Be respectful - I am kind and show respect to others when using technology. This means I:

(write or draw...)



Be responsible - I am honest, handle technology with care and follow the school rules. This means I:

(write or draw...)



Ask for help - I ask for help if I feel unsure or see something inappropriate. This means I:

(write or draw...)



Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and return it by **[insert date]**.
- Completed agreements can be returned to your classroom teacher.

Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Lethbridge Primary School when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I understand that:

When using digital technologies, students are expected to behave in a way that is consistent with Lethbridge Primary School's *Statement of Values*, *Student Wellbeing and Engagement* policy and *Bullying Prevention* policies, and the School's Expected Behaviours.

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), Lethbridge Primary 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. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- withdrawal of the student's device
- other consequences as outlined in the school's *Student Engagement and Wellbeing Policy* and *Bullying Prevention Policy*

I will continue to learn about how to use digital technology in a safe and responsible way.

Student Signature: _____ Date: _____

Parent/Carer acknowledgement

I _____ (Parent/Carer name) acknowledge your commitment and will support you to safely use and learn about digital technologies.

Parent/Carer Signature: _____ Date: _____

