

DIGITAL TECHNOLOGIES AND ACCEPTABLE USE AGREEMENT



Help for non-English speakers

If you need help to understand the information in this policy, please contact Braybrook College on 9312 2900 or braybrook.sc@education.vic.gov.au.

Information for parents

Our commitment to the responsible use of digital technology

At Braybrook College 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

	We set clear expectations - 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.
	We teach appropriate conduct - We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on digital issues such as cyber-safety and cyberbullying - At Year 7, we teach Digital Citizenship through the Year 7 Induction Program and at other year levels, this is done through the Home Group Program. Year 7 and 8 students also work on age-appropriate eSmart Digital Licence+ modules/activities from the Alannah & Madeline Foundation which provide them with tools to build online safety skills and digital emotional intelligence.
	We partner with families 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.
	We provide access to technology - We provide access to educational software for students to use including, <i>Google Workspace for Education, Compass School Manager, Microsoft Office 365, Adobe Creative Cloud</i> and other software as appropriate for learning - We create student email accounts which are non-identifiable - We provided access to dedicated computer rooms for specialist classes - We support student use of laptops in all classes through a BYOD program.
	We supervise digital learning - We supervise students using digital technologies in the classroom such as the Google Workspace for Education Administrator module, consistent with our duty of care - We use clear protocols and procedures to protect students working in online spaces.
	We take appropriate steps to protect students - We provide a filtered internet service via Zscaler 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.
	We appropriately manage and respond to online incidents - 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.

	Establish clear routines • 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: ◦ Requiring devices to be used in a common area, such as a living room or study area ◦ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	Restrict inappropriate content • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content • Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options)
	Talk about online safety • Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media • Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	Model responsible and balanced technology use • 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 • 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 [advice for parents](#), and outlines available [counselling and support services](#).

Personal devices at Braybrook College

Braybrook College operates a Bring Your Own Device (BYOD) program.

What is Bring Your Own Device (BYOD)?

BYOD means a student brings their own laptop or netbook to school. The device may or may not be purchased through the school (see information below). For equity reasons, we have attempted to allow flexibility in the choice of device and operating system. However, the device must meet the College minimum specifications relating to hardware, software, networking capabilities, and battery life.

Why BYOD?

The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognises that 'in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use.' Also, the Victorian Curriculum F – 10 highlights that ICT should support and enhance student learning across all areas of the curriculum.

The integration of ICT tools across the curriculum at Braybrook College allows for an enhanced learning experience through greater flexibility, differentiation and a focus on learning rather than on the device used in class. Braybrook College has successfully integrated ICT into its curriculum over a number of years, and we believe the BYOD Program will continue to enhance the learning outcomes of students.

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 (LWT) who offer discounted prices for the purchase of devices for our students.

Purchasing / Supply options for BYOD devices

To allow fair and equitable access to devices, the school has three options for parents when purchasing or supplying a BYOD devices

BYOD Options

	Option 1 - Purchase via LWT	Option 2 – Retailer (Online, JB, HN, etc.)	Option 3 - Temporary Loan of second-hand device (for one month only)
Devices	a) Windows (2 options) b) Mac (2 options)	Must meet Minimum Specifications outlined by the College	In exceptional circumstances, families can loan a device from the school while the family makes arrangements to purchase a device as part of Option 1 or 2. These devices are locked down and cannot be customised by the student. Arrangements must be made with the Assistant Principal Mr Sean McMahon in order to access a temporary loan.
Purchasing	LWT Order Portal	Retailer of choice/already owned	
Cost	As per LWT portal	As per retailer	
Software (Free)	Office 365 Adobe Creative Cloud	Office 365 Adobe Creative Cloud	
Warranty	3 Years	As per retailer	
Repairs	On-Site	As per retailer	
Insurance	As per LWT portal	As per retailer	
Insurance Excess	As per LWT portal	As per retailer	
Uninsured Non - Warranty Repairs	Dependant on damage	As per retailer	

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 Braybrook College, please ensure that it complies with the following specifications:

Minimum Technical Specifications for Option 2

Display	10" or greater
Keyboard	In-built
Operating System	Windows 10/11, Mac OS 11+, ChromeOS
Ram	8GB or greater (4GB for Chromebook)
Storage	128GB or greater SSD (64 GB for Chromebook)
Network	WiFi 5(AC) or 6(AX)
Battery	At least 7 hours advertised battery life
Ports	USB A/C port(s), Headphone port

- All devices listed on our college's LWT BYOD Portal meet the minimum requirements needed for a device to connect to our college's network

Behavioural Expectations – Personal devices

When bringing a personal device to school, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case/bag and stored in lockable storage when not in use
- any physical device damage is immediately reported to parents and if necessary, repaired
- it is clearly labelled with the student's name

Supports and services provided

Braybrook College will provide the following technical support services for personal devices brought to school:

- Support to access software
- Connecting devices to the internet and printing facilities
- Providing student log-in credentials to access the school's network, including a school email account
- Devices that are purchased through the college's LWT BYOD Portal can be repaired onsite, including warranty and insurance claims. Devices purchased elsewhere cannot be repaired onsite.

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 college.

For students

What we expect

Below are our expectations of students at Braybrook College when using digital technologies.

Be safe 	At Braybrook College, 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 Braybrook College, we are kind and show respect to others when using technology. We do this by: • Acting with kindness and never bullying or impersonating 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 • Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
Be responsible 	At Braybrook College, we are honest, handle technology with care and follow the school rules. We do this by: • Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own • Following the terms and conditions of any digital tool we use • Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools • 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 	At Braybrook College, 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:

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

Use of Digital Technology rules for students (from school diary)

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user by:

Cyber-Bullying

- Never participating in online bullying
- Respecting others and communicating with them in a supportive manner.

Privacy

- Not giving out any personal details online, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.

Use of online digital tools

- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.

Using devices

- Handling personal and school ICT devices with care and notifying a teacher of any damage.

Copyright

- Abiding by copyright and intellectual property laws by requesting permission to use images, text, audio and video, and attributing references appropriately.

Security

- Not interfering with school network and hardware systems, devices, and security or the data of another user
- Not attempting to log into the network or online service with the account of another person.

Mobile Phones

- Not bringing a mobile phone to class unless an exception applies or instructed to do so by the teacher
- Not using VPNs, mobile hotspots, etc. to bypass the school's filtered internet service.

Other Rules

- Students must not draw on any computer equipment, break off keys, or move keyboards / mice from one computer to another
- Students must not eat or drink while using a computer
- Students must use the computers for school-work related purposes only.

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...)



ACCEPTANCE OF ACCEPTABLE USE AGREEMENT (AUA)

- Accessing the school network, IT systems and tools, implies acceptance of the Acceptable Use Agreement.
- Students are encouraged to speak with their parents or teachers if they don't understand what the Acceptable Use Agreement means, or if they have questions they would like to discuss.

COMMUNICATION

In addition to being available on our college website, this agreement will be communicated to our school community in the following ways:

- Included in transition and enrolment packs
- Discussed at parent information nights
- Made available in hard copy from General Office upon request

FURTHER INFORMATION AND RESOURCES

- Departments' [Digital Learning policy](#)
- [LWT Online Portal \(for Option 1 purchases\)](#)
- [BYOD Parent Information Booklet](#)
- [BYOD Summary](#)
- [How to Download Office 365](#)

AGREEMENT REVIEW AND APPROVAL

Reviewed	23 rd April 2025 (To be reviewed biannually)
Approved by	Principal
Next scheduled review date	April 2027