

Acceptable Use Agreement



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the General Office on 03 9571 7838.

OUR COMMITMENT TO THE RESPONSIBLE USE OF DIGITAL TECHNOLOGY

At Glen Eira 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.

	<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. We operate with esmart principles.
	<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, including MS Office, Adobe Suite etc. 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.

PERSONAL LAPTOPS AT GLEN EIRA COLLEGE

Parents/carers are invited to purchase or lease a laptop for their child to bring to school.

Glen Eira College operates a Bring Your Own Device (BYOD) program from Years 7-12. Parents/carers are invited to purchase or supply a laptop for their child to bring to school. We have made special arrangements with CompNow who offer discounted prices for the lease or purchase of devices for our students.

Technical specifications for BYOD laptops

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal laptops. If purchasing or supplying a personal laptop to use at Glen Eira College please ensure that it complies with the following specifications:

The Windows laptop or Macbook must have the following specifications:

- CPU: i5 11th Generation
- RAM: 8GB DDR4
- SCREEN: 13.3" FHD (1920x1080)
- MEMORY: 4GB DDR4 Memory
- WIRELESS: Intel Dual Band Wireless-AC 8265 (2x2, 802.11ac)
- HARD DRIVE: 256GB Solid State Drive
- KEYBOARD: Integrated Keyboard
- BATTERY: Up to 9 Hours
- CAMERA: Front Facing

Factory Reset and Removal of Previous Configurations:

- All BYOD laptops must undergo a complete factory reset prior to use at Glen Eira College. This ensures that the device is in its original state.
- Any configurations, network profiles, or domain associations from previous schools must be removed. Devices should not be linked to or managed by another school's domain or network infrastructure.

Students are to bring their device to school each day to be used during class time for different learning activities. When bringing their device to school, students should ensure that:

- it is fully charged each morning
- it is brought to school in a protective case
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Glen Eira 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 services
- Providing student log-in credentials to access the schools network, including a school email account

STUDENT EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Glen Eira College’s *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

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), Glen Eira College will institute a staged response, consistent with our student engagement and behaviour policies.

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

<p>Be safe</p> 	<p>At Glen Eira College, we protect personal information and keep safe online. (Care and Respect)</p> <p>We do this by:</p> <ul style="list-style-type: none"> • 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. •
<p>Be respectful</p> 	<p>At Glen Eira College, we are kind and show respect to others when using technology. (Care and Respect)</p> <p>We do this by:</p> <ul style="list-style-type: none"> • 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.
<p>Be responsible</p> 	<p>At Glen Eira College, we are honest, handle technology with care and follow the school rules. (Equity and Integrity)</p> <p>We do this by:</p> <ul style="list-style-type: none"> • 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. • Use the computing resources for educational purposes only. • Turning off and securely storing mobile phones in the locker during school hours. • Ensuring a healthy balance between screen time and offline activities at school.

Ask for help



At Glen Eira College, we ask for help if we feel unsure or see something inappropriate. (Growth and Striving)

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.

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
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

Students should also be aware that:

- You are responsible for the contents of your own user folder.
- Teachers are able to see into your folder. Your user folder is an extension of your workbook – it is not a place to keep your secrets! For maintenance and management reasons, network administrators have full control over all folders. The College reserves the right to inspect the contents of any file stored on any computer or file server or on any transportable storage medium including USB memory sticks, CDs or DVDs which are on College property.
- Inappropriate or offensive emails sent by you may be redirected to the network administrator.
- Once the initial printing / internet entitlement is used (given at the beginning of each semester) students will pay the cost of additional printing.

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](#).

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 study area○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	<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.• Consider restricting the use of 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, 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.
	<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 the school know about concerns you have regarding your child's 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](#).

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

SOCIAL MEDIA USE

Our school follows the Department's policy on [Social Media Use to Support Learning](#) 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.

STUDENT AGREEMENT

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 had questions they would like to discuss.
- Complete the agreement, including parent/carers acknowledgement and return.

Student Agreement

(Student name)

I understand and commit to uphold the expectations and values (Growth and striving, Equity and integrity and Care and respect) on me as a student at Glen Eira College 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 will continue to learn about how to use digital technology in a safe and responsible way.

(Student's signature)

(Date)

Parent/carer acknowledgement

(Parent/carer name)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

AGREEMENT REVIEW AND APPROVAL

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

Policy last reviewed	November 2024
Approved by	Principal
Next scheduled review date	November 2025