# Digital Technology *Acceptable Use Agreement* at Lakes Entrance Secondary College

## Information for parents

## Our commitment to the responsible use of digital technology

At Lakes Entrance Secondary College, we are committed to building a culture of respect and responsibility 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

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| | **We set clear expectations**<br>• We have clear expectations about appropriate conduct using digital technologies.<br>• Our Mobile Phone Policy our school's expectations relating to students using mobile phones during school hours.<br>• We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy. |
| | **We teach appropriate conduct**<br>• 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 partner with families**<br>• 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**<br>• We provide access to educational software for students to use. Microsoft 365 ('online services') Teams, SharePoint, OneDrive, Office Apps, OneNote, Sway, Compass Student Management, Adobe Creative Cloud Suite, Jacaranda Plus, PaperCut print management, Minecraft for Education, Edrolo, ClickView Online, Canva, Accessit Library Systems, Kahoot, Blookit, ACER PAT.<br>• Access the *M365 Information for Parents and Carers Guide* for further information.<br>• We create student email accounts which are non-identifiable. |
| | **We supervise digital learning**<br>• We supervise students using digital technologies in the classroom, consistent with our duty of care.<br>• We use clear protocols and procedures to protect students working in online spaces |
| | **We take appropriate steps to protect students**<br>• 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.<br>• We may access and monitor messages and files sent or saved our network, if necessary and appropriate. |
| | **We appropriately manage and respond to online incidents**<br>• 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.<br>• We refer suspected illegal online acts to the police. |

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## 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.

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| | **Establish clear routines**<br>• 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:<br>   ○ Requiring devices to be used in a common area, such as a living room or study area<br>   ○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene. |
| | **Restrict inappropriate content**<br>• Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.<br>• Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options). |
| | **Talk about online safety**<br>• Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.<br>• Encourage your child to talk to you or another trusted adult if they feel unsafe online. |
| | **Model responsible and balanced technology use**<br>• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*<br>• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child. |
| | **Work with us**<br>• Let your child's teacher know about concerns you have regarding their technology use<br>• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home. |

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**\*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.

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**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.

# Digital Technology *Acceptable Use Agreement* at Lakes Entrance Secondary College

## Personal devices at Lakes Entrance Secondary College

Lakes Entrance Secondary College operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with LWT (Learning with Technologies) who offer discounted prices for the lease or purchase of devices for our students. https://lakesentrancesc.orderportal.com.au/

### 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 Lakes Entrance Secondary College, please ensure that it complies with the following specifications:

Required device features:

- Core i3
- 8Gb RAM
- Windows 11 Pro/Education
- Minimum 6 – 8 hours battery life.
- 256gb SSD
- Wi-Fi, Ethernet or USB 3 ethernet adapter, USB C port, Stylus, Carry Case.

Highly recommended device features:

- Screen protection
- Insurance
- Up-to-date antivirus and security software

### 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 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

Lakes Entrance Secondary College provide the following technical support services for personal devices brought to school:

- Support to access DE software Microsoft 365
- 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 ICT Support on: 8720-support@schools.vic.edu.au

# Digital Technology *Acceptable Use Agreement* at Lakes Entrance Secondary College

## For students

## What we expect

Below are our expectations of students at Lakes Entrance Secondary College when using digital technologies.

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| **Be safe** | ***At Lakes Entrance Secondary College, we protect personal information and keep safe online.***<br><br>We do this by:<br>• Not sharing our password or using someone else's username or password.<br>• Logging out of our devices when they are not in use.<br>• Restricting the personal information (full name, location and birthdate) we post online, including images and videos. |
| **Be respectful** | ***At Lakes Entrance Secondary College, we are kind and show respect to others when using technology.***<br><br>We do this by:<br>• Acting with kindness and never bullying or impersonating others online.<br>• Thinking about how our words might make others feel before we say or write them.<br>• Only taking photos or recordings of others when they are aware and have given us permission to do so.<br>• Seeking permission before sharing others' information online.<br>• Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher. |
| **Be responsible** | ***At Lakes Entrance Secondary College, we are honest, handle technology with care and follow the school rules.***<br><br>We do this by:<br>• Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.<br>• Following the terms and conditions of any digital tool we use.<br>• Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.<br>• Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.<br>• Turning off and securely storing our mobile phone during school hours.<br>• Ensuring a healthy balance between screen time and offline activities at school. |
| **Ask for help** | ***At Lakes Entrance Secondary College, we ask for help if we feel unsure or see something inappropriate.***<br><br>We do this by talking to a teacher or a trusted adult if:<br>• We feel uncomfortable or unsafe.<br>• We see others participating in unsafe, inappropriate, or hurtful online behaviour.<br>• We notice any damage to school technologies.<br>• 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.

# ACCEPTABLE USE AND MANAGEMENT OF DIGITAL TECHNOLOGY

## VISION & VALUES

We empower students to embrace diversity whilst striving for excellence in a progressive, challenging, learning environment. Together we acknowledge and celebrate the success of each student. We value Respect, Trust and Try.

# What we expect students to do

### Be safe

Students protect personal information and keep safe online 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 (full name, location and birthdate) we post online, including images and videos.

### Be respectful

Students are honest, handle technology with care and follow the school rules 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

Students are honest, handle technology with care and follow the school rules 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.

## Lakes Entrance Secondary College supports students to be safe, respectful and responsible users of digital technology by:

### Providing:

- Clear expectations about appropriate conduct and use.
- Teach students to be safe, intentional and responsible users.
- Supervision of students in the classroom.
- Appropriate processes to protect students.

### Implementing an appropriate response to misuse aligned to our:

- Mobile Phone, Student Wellbeing and Engagement, and Statement of Values and School Philosophy policies.
- Supporting Expected Behaviours process.

### If a laptop is damaged, misused or lost we will:

- Communicate to parents/carers by phone and letter about what has occurred and the consequences.
- Implement consequences, including loss of or restricted use of the laptop.

## Students ask for help if they feel unsure or see something inappropriate 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

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# Digital Technology *Acceptable Use Agreement* at Lakes Entrance Secondary College

## Instructions

- Students are encouraged to speak with their parents/carers or teachers prior to signing this agreement if they don't understand what it means, or if they have any questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and return it to the office or the library.

## Student Agreement

I understand and commit to uphold the expectations of me as a student at Lakes Entrance Secondary 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 understand if I misuse or damage college digital technology equipment, including my allocated laptop, I have restricted access to equipment or loss of use.

I will continue to learn about how to use digital technology safely and responsibly.

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| **Name of student:** | |
| **Signature:** | |
| **Date:** | |

# Digital Technology _Acceptable Use Agreement_ at Lakes Entrance Secondary College

## Parent/carer consent and acknowledgement

**Consent for Microsoft 365 and Compass SIS to access specific personal information of your child**

To enable your child to sign-on and access Compass, it requires access to your child's Department of Education username, first and last name, form group, year level and school.

All students are automatically provided with a Microsoft 365 account for learning and storing school-related work. The Department of Education Microsoft 365 Information Site provides further information about the software, data collection, and safety measures to support students' implementation and use of the product.

**Parental access to Personal Information**

The Department of Education's ('Department') use and handling of your child's personal information is governed by the Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria). You can access personal information held by the Department about you and your child under the Freedom of Information Act 1982 (Victoria). If a mistake in that personal information is identified, the Department is required to correct it under the Privacy and Data Protection Act 2014.

## By signing and returning this form, I acknowledge, consent and confirm that:

- I acknowledge my child's commitment and will support them to use and learn about digital technologies safely.
- I have read this form regarding digital technology and online services used at Lakes Entrance Secondary College.
- I understand Lakes Entrance Secondary College will collect, store and use information about myself and my child through Compass for school and student administration, timetabling, attendance, student assessment and reporting, communication and fulfilling duty of care requirements.
- I understand how my child's personal information will be collected, used, disclosed and managed.
- I understand that this consent will continue while my child uses the consented online services.
- I understand that this consent on behalf of my child may be withdrawn at any time by written notification to the school.
- I understand that if the school determines that the personal information is no longer required or relevant, its use will cease.

_Please note:_ the College also has the option to provide consent using a checkbox to record your consent on Compass instead of a signature on this paper form.

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| **Name of student:** | |
| **Name of parent/carer:** | |
| **Signature:** | |
| **Date:** | |

## Who can I contact if I have questions?

If you wish to opt-out or have any questions or concerns regarding the use of Microsoft 365 or Compass, please contact Annette McGuire (Librarian) or Christina Porter (ICT Support) on 035155 2982 or email 8720-support@schools.vic.edu.au.

For a reminder of all the third-party online services, applications and systems used by our school which handle student or parent/carer information, please refer to our Online Services Notification on the school website:

LESC Home | Lakes Entrance Secondary College (Home ➡ About ➡ Policy)