Digital Technology
Acceptable Use Agreement

Review cycle	2 years
Department of Education DE requirement for local policy	Mandatory
Source of requirement	Minimum Standards
Consultation requirement	Recommended with School Council
Approval requirements	Principal
Developed/Approved	01/11/2025
Due for review	01/11/2027
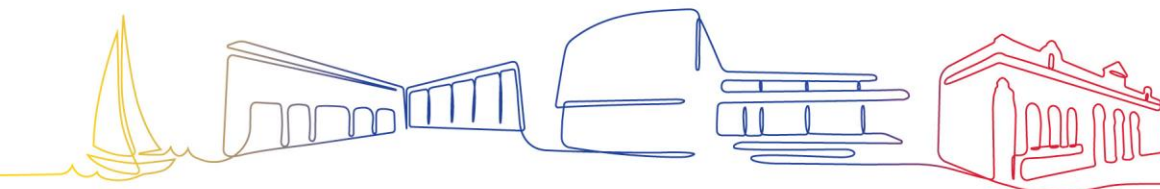
HOLD FAST

Digital Technology at Williamstown High School

Our commitment to the responsible use of digital technology

At Williamstown High School we are committed to building a culture of respect and responsibility, that all members of our school community have a right to be treated with dignity and respect. We have a responsibility to ensure that everyone can fully participate in an educational environment that is safe, supportive and inclusive of ability, culture, gender, religion and sexuality. This extends to the use of digital tolls and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

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 important digital issues such as cybersafety and cyberbullying.
	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. • We create student email accounts which are non-identifiable.
	We supervise digital learning • 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 including reviewing and considering the safety and appropriateness of online tools and communities.
	We take appropriate steps to protect students • 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.
	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:
	    o Requiring devices to be used in a common area, such as a living room or study area
	    o 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.

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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.

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 at Williamstown High School

Personal devices at Williamstown High School

Williamstown High School 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 JB Hi-Fi who offer discounted prices for the purchase of devices for our 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 Williamstown High School, please ensure that it complies with the following specifications:

Apple Laptop

Any Macbook that has:

- macOS 15 (Sequoia)
- 8GB RAM
- 256GB Hard Drive
- 6+ hour battery life

Windows Laptop

Any Brand that has:

- Windows 11 version 24H2
- 8GB RAM
- 256GB Hard Drive
- 6+ hour battery life

At this stage Android devices including Chromebooks cannot be supported as the Department of Education does not provide infrastructure to support them as they prohibit important safety settings from being installed. It is the school's position to not allow students to utilise a mobile phone as their technology choice as they are not permitted during school hours under the directive of the Department of Education.

Student devices only need to meet the minimum requirements provided. The recommended requirements are provided as a guide for families planning on purchasing brand new devices. Please note that we DO NOT support any devices that run an Android operating system, including Chromebooks

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

Digital Technology at Williamstown High School

Supports and services provided

Williamstown High School will provide the following technical support services for personal devices brought to school:

- Support to access software e.g. 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 the office.

What we expect

Below are our expectations of students at Williamstown High School when using digital technologies.

We are safe	***At Williamstown High School, we protect personal information and keep safe online.*** We do this by: • Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images • Protecting the privacy of others; never posting or forwarding their personal details or images without their consent. • Logging out of our devices when they are not in use. • Restricting the personal information we post online, including images and videos.
We are respectful	***At Williamstown High School, 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. • Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours). • 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.
We are responsible	***At Williamstown High School, 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. • Not interfering with network systems and security including bypassing internet restrictions or using a VPN • Not accessing the data of another user • 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 Williamstown High 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:

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.

Instructions

- Parents/Carers and Students to read the agreement
- 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.
- Parents/Carers and Students submit the agreement acknowledgment and declaration via Compass

Acknowledgement

This acceptable use agreement applies to all digital technologies and environments. Including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

Student Agreement

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(Student name)

I understand and commit to uphold the expectations on me as a student at Williamstown High 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 will continue to learn about how to use digital technology in a safe and responsible way.

I understand that there are actions and consequences established within the school's student engagement and wellbeing policy if I do not behave appropriately.

_____   _____

(Student's signature)   *(Date)*

Parent/carer acknowledgement

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(Parent/carer name)

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