Acceptable Use Agreement (AUA) - Information for parents

Our commitment to the responsible use of digital technology

At Brighton Secondary 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 t 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 Expectations Guide*
	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. Including Microsoft 365, Compass,and programs students require for the curriculum. 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.
	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.

*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 Brighton Secondary College

Brighton 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.

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 *Brighton Secondary College,* please ensure that it complies with the following specifications:

HARDWARE SPECIFICATIONS	
Form Factor	Laptop or convertible device with a physical keyboard (standard US/UK QWERTY keyboard layout is preferred)
Processor	Intel Core i5 | AMD Ryzen 5 | Apple M1 or greater
Memory	8GB or greater
Storage	256GB (SSD) or greater
Operating System	Windows 11 | macOS Sonoma or later
Battery	Minimum 6 hours run time
Minimum wireless connectivity	Must support Wi-Fi 5 compliance
Peripherals	- Headphones. - A padded case/bag Ideally one that allows the device to fit inside the school bag - Screen protection
HIGHLY RECOMMENDED DEVICE FEATURES	
Antivirus and security software	Up to date antivirus and security software
Warranty / Insurance	Warranty, accidental damage protection or accidental damage protection & theft

Device Compatibility

Brighton Secondary College cannot guarantee connectivity or full functionality for devices that do not meet the recommended specifications. Devices outside these recommendations may experience issues accessing the school's network, software, and resources.

Unsupported Devices:
- **iPads**: iPads are not supported at Brighton Secondary College, except in cases of specific learning needs (guided by our inclusion team).
- **Chromebooks and Windows S Mode**: Chromebooks and devices running Windows S Mode are also not supported. These operating systems have limitations that make them incompatible with Brighton Secondary College's network and software requirements.

How do I purchase a device?

Option 1: Purchase directly from your preferred supplier/retailer

When purchasing a device independently through a supplier or retailer please ensure the device meets **Recommended Device Specifications detailed above.**

- **Extended Warranty and Insurance**: The college highly recommends purchasing an extended warranty and insurance for the device, ideally covering its full expected lifespan (typically around three years). Given the daily wear and tear devices experience at school, having coverage can prevent unexpected repair costs.

Option 2: Purchase via EduNet

Families can choose to purchase a new device through **EduNET** via a convenient portal that offers a selection of devices that meet recommended specifications. Devices purchased via the EduNet portal come with warranty and accidental damage protection. The device will be delivered directly to your home for you to set up.

Portal Access: https://brightonsc.technologyportal.com.au/
eduNet Service Portal: https://www.edunet.com.au/service-centre
eduNet Number: 1300 338 638

Warranty/Insurance Claims

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. If a warranty or insurance claim is required, parents/carers must log a request via their device supplier/retailer or eduNet directly and not via the school.

New Device Set up

Please note that regardless of how a device is purchased **parents/carers** are responsible for the initial device setup before the academic year begins. It is essential to set up the device—whether it's a Windows or Apple device—using a personal account rather than the student's Brighton Secondary College email account. A personal account ensures that the device remains usable beyond the student's time at Brighton Secondary College.

To assist you in setting up your child's device, we've created a step-by-step guide for initial setup. You can access it here: Winows11_Guide_InitialSetup.docx

Prior to School Commencing – Student login details

Prior to the new school year parents/carers will receive an e-mail from the school with your students BSC login credentials as well as a guide to assist you set up for day 1. BSC IT staff will be available in the first few days of school to assist students having any difficulty.

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 to parents/carers and if necessary, repaired

it is clearly labelled with the student's name and class

Supports and services provided – BSC IT Helpdesk

Brighton Secondary College will provide the following technical support services for families and personal devices brought to school:

- Provision of user guides to assist families with initial set up of devices, access to wi-fi and department software the school will use, e.g. Microsoft 365, Compass etc.
- Provision of student log-in credentials to access the school's network, including a school email account (e-mailed to parents/carers prior to the start of the school year)
- Assistance connecting devices to curriculum specific applications

Frequently   Asked   Questions

How should my child's device be protected from viruses?
Parents or students are responsible for installing and maintaining anti-virus software.

How is the internet use managed and controlled on the device?
The college uses the filtered internet service provided by the Department of Education. At home, Internet access and restriction on student's devices are a parent/guardian responsibility.

My child's device has a Virtual Private Network (VPN) software installed on their device. Can they use this at school?
VPNs must **not** be used on school network under any circumstances. Students found using a VPN may have their Wi-Fi access revoked. Parents should be vigilant in monitoring this at home and should investigate why their child has a VPN installed.

What happens if my child's laptop needs to be serviced?
Warranty and insurance claims and other repairs are to be managed by parent(s)/guardian(s) through the supplier's service portal. The school has a small number of loan devices for students to use if their device is awaiting warranty or insurance repairs.

Further Information or Hardship

Students, parents and carers who would like more information or assistance regarding our BYOD program
are encouraged to contact the BSC IT Helpdesk – IT@brightonsc.vic.edu.au

Student information and Agreement

Information for students, student agreement and parent/carer acknowledgement are detailed below for your information. Students will bring this information home for your acknowledgement in the first week of school.

For students

What we expect

Below are our expectations of students at **Brighton Secondary College** when using digital technologies.

Be safe	***At Brighton Secondary 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 Brighton Secondary 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 Brighton Secondary 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 Brighton Secondary 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.

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 [dropped at the front office/given to your classroom teacher/uploaded via the school's online portal].

<u>Student Agreement</u>

(Student name)

I understand and commit to uphold the expectations on me as a student at *Brighton 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 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.