UPPER YARRA
SECONDARY COLLEGE

# Digital Technology

*Responsible Use of Technologies*
*Acceptable Use Agreement (AUA)*
*BYOD Program*
*Student Expectations*
*Technical Support*

# Upper Yarra Secondary College Digital Technology

Upper Yarra Secondary College aims to provide students with an education that is inclusive, creative and challenging. One that recognises the significant role technology can play in the teaching and learning process.

Digital Learning is no longer something new. It is a fact of life. The world that we live and work in, requires students to have a range of digital skills. These complement our strong focus on literacy and numeracy skills.

Our vision is to equip students to use digital technologies safely, efficiently, and critically. By doing so, we help them achieve their personal best while preparing them to contribute positively to society as informed, healthy, and happy young adults.

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This guide and all related policies are available on the Upper Yarra Secondary College website: uysc.vic.edu.au

# Department of Education: Information for Parents

## Our Commitment To The Responsible Use Of Digital Technology.

At Upper Yarra 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 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.

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| | **We set clear expectations**<br>● We have clear expectations about appropriate conduct using digital technologies.<br>● Our Mobile Phone Policy outlines our college'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. For example: Adobe Suite is widely used and is a department provided software.<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 over or saved to 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. |

# Department of Education: 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.** |

## 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. Visit https://www.esafety.gov.au/

*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.

# For Students

Below are our expectations of Upper Yarra Secondary College students when using digital technologies.

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| **Be safe**<br> | ***At Upper Yarra Secondary College, we protect personal information and keep safe online.***<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 we post online, including images and videos. |
| **Be respectful**<br> | ***At Upper Yarra Secondary College, we are kind and show respect to others when using technology.***<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**<br> | ***At Upper Yarra Secondary College, we are honest, handle technology with care and follow the school rules.***<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**<br> | ***At Upper Yarra Secondary College, we ask for help if we feel unsure or see something inappropriate.***<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.

# Student Acceptable Use Agreement

We require parents, carers and students to sign a copy of UYSC's Acceptable Use Agreement before personal devices can be connected and used on the College network.

## Digital agreement instructions for students

*Students are encouraged to speak with their parents, carers, or teachers prior to completing their agreement if they don't understand what it means, or if they have questions they would like to discuss.*

This also presents an opportunity for families to set boundaries around the appropriate use of technology at home.

Students must submit the annual agreement (on Compass) before using the College network. Students will be asked to do this upon their commencement at the College, and at the start of each year.

*Students who do not complete the annual agreement may lose access to the College network.*

Students must submit the annual agreement on Compass: Digital Technologies - Student Acceptable Use Agreement

The agreement asks students to acknowledge the following:

- I understand and commit to uphold the expectations of me as a student at Upper Yarra Secondary College when using digital technology.
- I will do my best to:
- be safe and *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.

## Consequences for inappropriate use of technology may include:

- removal of network access privileges
- removal of Chat privileges
- removal of Google account privileges
- removal of printing privileges
- other consequences as outlined in the College's Student Wellbeing and Engagement and Bullying Prevention policies.

## AI (Artificial Intelligence)

At UYSC, we engage with AI in a safe and guided way to enhance learning, protect privacy, and promote responsible use.

- **Safe and private**: Student data is protected, and access is only through school-approved email accounts.
- **Learning support:** AI helps with ideas and explanations under teacher guidance.
- **Responsible use:** Students learn to use AI ethically and avoid misuse like plagiarism.

For further support with cyber bullying and being cyber smart, please visit www.esafety.gov.au/

# BYOD Program - Personal Devices

Upper Yarra Secondary College operates a Bring Your Own Device (BYOD) program. Parents and carers are encouraged to purchase or supply a recommended device for their child to bring to school.

UYSC partners with Learning With Technologies (LWT), who offer a school purchasing portal, payment plans, and easy warranty support for repairs, onsite at the College, saving time arranging repairs, shipping devices or travelling to a repair centre. It also significantly reduces the amount of time students are without their device, minimising disruption to their learning.

- Products are carefully selected, robust, student friendly and approved for use by our College
- A range of warranty options
- Credit Card, BPay and finance options

Chromebooks start from under $800 with 3 Year Onsite Standard Education Warranty. Check the LWT BYOD portal for current pricing, device options and availability.

## Technical specifications for BYO Devices

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices.

- Chromebooks (Years 7-9), Windows and MacBook devices are our recommended devices.
- Recommended devices model/s are available via the LWT BYOD Portal.
- Students are welcome to bring an alternative device; however they must meet minimum specifications as detailed below.
- Parents and carers are encouraged to obtain insurance for their child's device. Please note that our school does not have insurance to cover accidental damage to students' devices.
- Touch screen devices are NOT recommended unless a warranty including battery replacement, drops and liquid spills is also purchased. The cost to replace broken touch screens is over $300.

*A note from The Tech Doctor:*

*Cheap consumer grade devices are not recommended for school use. They are frequently significantly lesser quality and not up to the rigours of teenagers, school bags and constantly moving from classroom to classroom.*

While it is highly recommended to purchase via this program, if you have a device at home, you are welcome to bring it, provided it complies with the required specifications listed below.

| | |
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| **CHROMEBOOK** ***(Preferred Device) **** | • Operating system: ChromeOS<br>• Screen: 11.6" +<br>• Memory/RAM: 4GB<br>• Battery: More than 6 hours<br>• Wireless: 2.5GHz/5GHz WiFi 5 or above<br>***Chromebooks** are reliable, automatically kept up-to-date, with in-built virus protection. They are very durable, with a long battery life. Chromebooks are designed to help students and teachers collaborate and interact seamlessly and securely. |
| WINDOWS | • Operating system: Win 11**(No S Mode)*<br>• Screen: 11.6" +<br>• Memory/RAM: 8GB<br>• Battery: More than 6 hours<br>• Wireless: 2.5GHz/5GHz WiFi 5 or above |
| Apple MacBook | • Operating system: OSX 12 or later<br>• Screen: 11.6" +<br>• Memory/RAM: 8GB<br>• Battery: More than 6 hours<br>• Wireless: 2.5GHz/5GHz WiFi 5 or above |
| TABLET with External Keyboard | • Operating system: Android 14 or later. iOS 16 or later.<br>• Screen: 9"+<br>• Battery: More than 6 hours<br>• Wireless: 2.5GHz/5GHz WiFi 5 or above |

Warranties are **strongly recommended** to be purchased, including battery replacement, drops, and liquid spills. All devices should have a protective case/cover.

**Please note: Windows 11 S Mode Devices** are not supported due to the inability to download applications such as Papercut Print Management and Google Chrome, required at the College.

To check if your Windows Device is S Mode go to Settings, Activation (or type Activation Settings in Search window).

# Personal devices - Behavioural Expectations

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

- it is fully charged each morning
- the device, chargers and mouse are clearly labelled with your child's name
- It is recommended that students do not share or lend their chargers.
- It is recommended that an additional charger is purchased for your child's device; one to keep at home and one to travel with the device daily, (available from the Optional Extras page on the LWT Portal).
- it is carried to school in a carry case and stored in lockable storage when not in use.
- Any physical device damage is immediately reported and if necessary, repaired.

Students wishing to charge their devices in the Library may visit the library before school, or during their break times to put their devices on charge.

# Technical Support

Upper Yarra Secondary College provides the following technical support for personal devices at school:

- Providing student log-in credentials to access the schools network, including a school email (Google)account.
- Support to access:
    - Microsoft 365 (Families are not required to purchase a copy of Microsoft Office software as this is included for free upon logging in with student credentials).
    - Google Suite for Education (G-Suite includes Mail, Drive, Classroom, Docs, Sheets, and Slides)
    - Compass
    - Adobe and other required education-based software or programs.
- Assisting students with connectivity and troubleshooting, as well as repairs.

UYSC partners with The Tech Doctor so students can take their devices to the IT Office to request a quote/repair by Mark Snell, the College IT Technician (in his own time), invoiced directly by his company: The Tech Doctor.

Students requiring tech support for their device should visit the IT Office located in the College Library, to log their request in person:

- Students should only do so before/after school or during recess or lunch.
- Students can only visit the IT Office during class time, where prior permission has been granted by their teacher or Year level Leader.
- Each student has their individual school credentials (login) needed to access school resources and the internet. If these details are forgotten or compromised, the student must contact Tech Support for assistance.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College: upper.yarra.sc+techsupport@education.vic.gov.au or (03) 59671877

# Content Filtering Best Practice

## School-Based Practices

The school implements the following safeguards while students are using their accounts and devices on-site:

- **User-based content filtering**: Google SafeSearch (Standard Mode) is applied to all student accounts to restrict explicit content in search results.
- **Network-based content filtering:** All internet traffic on the school network is filtered through Zscaler, the Department of Education's provided system.

## Recommended Home Practices

For devices used outside the school network, the following measures are recommended to support safe use:

- **User-based content filtering:** Ensure Google SafeSearch remains enabled on the student's account when used at home.
- **Network-based home filtering:** Implement home-level filtering using services such as Cloudflare Family DNS or OpenDNS to block inappropriate content across all devices on the network.
- **Parental controls (account-level):** Use Google Family Link to manage screen time, app access, and usage monitoring for non-school accounts.
- **Device access scheduling:** Apply Wi-Fi access controls (via your home router) to restrict internet access during certain hours, such as overnight.
- **Physical Device access**: Make sure the device is used in public areas of the home and stored/charged outside the bedroom.
- **Monitoring and visibility**: Parents may review account activity via Google's activity dashboard (myactivity.google.com) to gain insight into browsing and usage patterns.

**Please Note:** It is recommended that this is done with your child's knowledge and agreement to support safe and transparent use.

# Mobile Phones, Wireless Headphones & Watches

We recognise that technology works best when it doesn't become a distraction. To ensure our classrooms remain spaces for learning and face-to-face connection, the Department of Education requires all students to leave their mobile phones in their lockers during the school day. From 2027 this will include headphones and watches.

# Loan Devices

**A small number of devices are available for loan for the day from the College library.** Students wishing to borrow a loan device for the day should obtain prior permission from their Year Level Leader to visit the library before school, or during their break time. **Loan devices MUST be returned to the library before leaving school for the day.** Students who do not return a device on time, damage a device, or use a device inappropriately will be referred to their Year Level Leader.

# Printing

At Upper Yarra Secondary College, all students are provided with a $5.00 printing credit each year. Students can top-up their printing account by making a payment at the front office. Any unused credits are forfeited upon exit from the College. **Printing costs (subject to change):**

Black & white printing per side: A4: 8c | A3: 16c  Colour printing per side: A4: 16c | A3: 32c

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