Baimbridge College Digital Technologies Policy

For Parents and Guardians

Our commitment to the responsible use of digital technology

At Baimbridge 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.

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 cyber safety 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 Compass, Microsoft 365, Education Perfect, Essential Assessment, Jacaranda, Mathletics, Mathspace and Edrolo. • 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:
	  ○ 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.

	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.

BYOD Policy - Personal devices at Baimbridge College

Baimbridge 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 Portal (Learning With Technology - *https://orderportal.com.au/*) who offer discounted prices for the lease or 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 Baimbridge College, please ensure that it complies with the following specifications:

Required device features:

- Windows 10 or 11 netbook/notebook/2-in-1 tablet (not Android or Apple)
- Minimum 8GB of RAM
- Physical keyboard (not an on-screen keyboard)
- Rated battery life of at least 7 hours
- SSD (solid state drive) with a minimum size of 120GB
- A rigid walled bag

Highly recommended device features:

- Screen protection
- 3 year warranty
- Touch screen
- Pen Support
- Targus TANC bag

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
- use the device only for the purpose of the lesson in class
- use within the behaviour standards of our school community, outlined in the Acceptable Use Agreement

Breaches of this policy by students can result in 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

Supports and services provided

Baimbridge College will provide the following technical support services for personal devices brought to school:

- Support to access software such as Microsoft 365, Compass, Education Perfect, Jacaranda, Mathletics, Mathspace, Edrolo and Essential Assessment.
- 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 baimbridge.co@education.vic.gov.au

Acceptable Use Agreement

What we expect

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

Be safe

At Baimbridge 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 Baimbridge 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 Baimbridge 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 Baimbridge 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…)

Baimbridge College Digital Technologies Policy

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 acknowledgment and return it by the first day of the school year.
- Completed agreements can be dropped at the front office or given to your classroom teacher.

Student Agreement

_____

(Student name)

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

Baimbridge College is a child safe school