



# Craigieburn Secondary College

RESPECT BELONGING GROWTH and UNDERSTANDING

## ICT & E-Learning Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Craigieburn Secondary College on 9308 1144.



*Craigieburn Secondary College*

*2024-2025*



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### PURPOSE

To ensure that all students, staff and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies.

### SCOPE

This policy applies to all students and staff at Craigieburn Secondary College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Craigieburn Secondary College's Child Safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct \(teaching staff\)](#)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)



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### OUR VISION

Craigieburn Secondary College understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Craigieburn Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their full potential and to equip them to become digitally literate, innovative and confident users so they can contribute responsibly, positively and meaningfully to society as happy, healthy young people.

### INTRODUCTION

Craigieburn Secondary College endeavours to create a learning environment where every student can achieve their fullest potential. We aim to promote confident learners who are curious and creative who can solve problems using a variety of tools. It is envisaged that students at the College will become effective global learners in multiple real and virtual arenas.

The College, in conjunction with the Department of Education and Training (DET) aim to provide a wealth of rich educational resources and tools, that when used effectively, will deliver very positive teaching and learning outcomes. Each student is required to have a portable computer that will link them to their teachers, learning communities, multimedia software and online tools and resources.

With the connected mobile device students will have enhanced communication opportunities with their teachers and peers to seek feedback regarding learning opportunities and activities, participate in synchronous and asynchronous learning and have anywhere, anytime access to documents, projects, revision tasks and evidence of their learning. The access to information and communication technologies (ICT) will create expanded learning opportunities that are more active and student centred.

DET recommends appropriate and safe use of their student allocated computers. This document aims to provide information about the policies and guidelines that inform the proper use and care of the student computers. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.



### PERSONAL COMPUTING OPTIONS

To meet the above stated vision and objectives, the College has three available personal computing options, each with their own strengths and weaknesses.

1. Purchase recommended device from JB Education (potential delays due to supply issues)
2. Bring your own device (BYOD)
3. Co-contribution.

#### Purchase device through JB Education

The College has entered into a purchasing agreement with JB Education. Devices can be purchased directly through the JB education online portal, at a group discounted price and delivered to the College. To connect to the College network, the device media access control (MAC) address must be provided to the ICT technicians and the device must be enrolled in the College's InTune (Microsoft device management) portal. The respective strengths and weaknesses of this option are outlined below:

| Strengths   | Weaknesses   |
|---|--|
| <ul style="list-style-type: none"><li>▪ Family owns the device</li><li>▪ Microsoft office suite available</li><li>▪ Flexible purchasing options</li><li>▪ Optional 3 year on-site warranty repairs</li><li>▪ Accidental Damage protection available</li></ul> | <ul style="list-style-type: none"><li>▪ No technical hardware support by the College technicians</li></ul> |

#### Device options

The list of available devices can be found via the JB Education Portal

Portal Address: <http://www.jbeducation.com.au/byod>

College Code: CBURN2025

#### Bring Your Own Device (BYOD)

Students may bring any device to school, that meets the specified requirements. To connect to the College network, the device media access control (MAC) address must be provided to the ICT technicians and the device must be enrolled in the College's InTune (Microsoft device management) portal.



The respective strengths and weaknesses of this option are outlined below:

| Strengths  | Weaknesses  |
|--|---|
| <ul style="list-style-type: none"><li>▪ Family owns the device</li><li>▪ Microsoft office suite available</li><li>▪ Existing family-owned devices can be used</li><li>▪ Students can choose device to meet school and personal needs</li></ul> | <ul style="list-style-type: none"><li>▪ No technical support by the College technicians</li><li>▪ Printing available via USB only</li><li>▪ All costs including damage and warranty covered by family</li></ul> |

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.

### Requirements

The following are the minimum requirement for a device to be given access to the College network.

#### Software

- Windows 11 (s mode not supported) or macOS 12 (or later)
- Android, Linux & iOS devices are NOT compatible.

#### Hardware

- CPU: 64 Bit processor
- RAM: 4GB minimum, 8GB recommended
- A keyboard
- A battery that can last for the entire school day without requiring charge

### Co-contribution

Students will have access to a computer that will be funded by a parent co-contribution of \$100 per annum. This co-contribution is the cost of leasing the device, the College will meet all other initial purchase costs.

Students will be able to take their device home and this will require a \$200 refundable security bond. The bond is refundable upon ceasing enrolment at the College and returning the computer in good working order.

**Please note:** If a laptop remains unclaimed for more than 6 months, the College reserves the right to wipe the device and reassign it to another student in need. The College will not be responsible for any data loss as a result.



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Agreements between Microsoft and the State Government allowed for a range of software packages to be installed on each machine. Further information on this can be found in schedule 1.

The respective strengths and weaknesses of this option are outlined below:

| Strengths  | Weaknesses   |
|--|--|
| <ul style="list-style-type: none"><li>▪ Full technical support by the College technicians</li><li>▪ Full access to school network including printing</li></ul> | <ul style="list-style-type: none"><li>▪ Family does not own the device, it remains the property of the College</li><li>▪ Administrative restrictions, no additional software may be installed, no files saved locally.</li></ul> |

The following expectations must be met for the student allocated computer to remain in good condition and to maintain warranty.

- students will always transport and store their computer in a protective cover or laptop bag
- students will take care to store their computer in a safe location to avoid theft
- students will respect the hardware and take all available precautions to always protect its safety and care
- students will present their computer for Audit by the College Technicians when requested
- report any damage to the College Technicians as soon as practicable.

Upon ceasing enrolment at the College, students will return their student-allocated computer in good working order and in a clean, hygienic condition. Please note, a fee will be charged for cleaning of computers returned in an unsanitary condition.

In circumstances where the student is careless with the device, all repair and replacement costs will be met by Parents/Guardians. This includes students leaving the device unsecured/unsupervised and returning to find the device damaged or missing.

In circumstances where deliberate damage or theft has occurred, it will be necessary to report the incident to the Police and action may be taken against the perpetrators or their Parents/Guardians to recover costs for repair to, or replacement of the computer.

If loss or damage or theft occurs outside school hours, the Parent/Guardian must report the incident to the College as soon as practicable. In cases of theft outside school hours, the student with their Parent/Guardian must also report the incident to the Police. The police incident report number must also be communicated to the College.

Parents/Guardians are responsible for all damages, including loss or theft, which may occur to the computer during participation in this program. The computers are not owned by students but are on loan from the College. This requires students to maintain the computers in good condition and to return them to the school when required. Please see Guidelines for proper care of computer section.

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### GUIDELINES FOR PROPER CARE OF COMPUTER

In order to achieve this, students must follow some simple guidelines. Students must not:

- do anything likely to cause damage to any equipment, whether deliberately or carelessly
- vandalise equipment
- mark or deface any equipment (e.g.: writing on, engraving or attaching stickers)
- eat or drink near the computer
- attempt to repair equipment
- unplug cables or equipment
- remove any covers or panels
- disassemble any part of the computer
- disable the operation of the computer.

As with any portable computer the most fragile component is the screen, great care must be taken when handling any devices so as not to damage the screen this includes not lifting turning or carrying the computer by the screen at any time and making sure no pens, cables, books etc. are on the keyboard when the computer is closed or being closed.

In addition, students must immediately report any malfunction or damage to the computer (co-contribution program only) to the college technician as soon as possible.

The following are guidelines to help minimise any potential damage.

**Please note:** If a damaged device remains unpaid for and unclaimed for more than six months, the College reserves the right to use the security bond payment toward the repair costs.

### SECURITY AND STORAGE

When the computer is being used away from school, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the computers can become a target for theft.

When the computer is at home, please ensure that normal accepted domestic security practices are followed. This would include locking the windows and doors in the home when the dwelling is unattended.





### TRANSPORT AND HANDLING PROCEDURES

Students will be required to purchase a protective sleeve or laptop bag and must always carry the computer in the protective sleeve or laptop bag when not in use.

When transporting the computer, students are to make sure that it is in the sleeve or laptop bag and in their school bag if applicable, which must be securely closed. Students must carry their computer inside the sleeve and place this inside their school bag when leaving the school. Students must never remove the computer from its sleeve and place it directly into their school bag. Chargers should never be put into the same compartment as the computer as this will ultimately cause damage. This sleeve must be purchased prior to the computer being allocated to a student for extended loan. Computers or chargers are not to be left in lockers for any reason for any extended period of time including overnight.

### OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

The basic health and safety guidelines for desktop computers also apply to computer use:

- keep the upper arms relaxed at the side of the body
- bend the elbows around 90 degrees
- keep the wrists straight
- change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes
  
- if the computer is to be put into a bag or backpack, straps should be used in accordance with the manufacturer's recommendations
- the computer should always be placed on a stable surface, not on a person's lap or knee
- adopt the right seat posture with back straight
- all electrical equipment used at the college must adhere to AS/NZS 3760:2010 (also referred to as test and tag) as a result of this standard chargers that have not been tested are not allowed within the College grounds. Furthermore, chargers are not allowed inside classrooms as they pose a dangerous trip hazard.

The College will NOT provide students with any additional peripherals. These must be purchased by parents/guardians. Additional peripherals include USB sticks or SD cards.



### DATA MANAGEMENT

Saving and backing up of data is the responsibility of students. Students should sign into College's OneDrive to save their work. College issued computers are configured to not allow saving of files directly to the computer, any work saved directly to the computer is done so at the user's own risk. Any work saved to the device will be wiped if a reinstall is required.

Staff will not accept data loss as an excuse for not handing in work on time.

### SOFTWARE & DET PROGRAMS LICENCING

#### BYOD Computers

Microsoft 365 (Word, Excel, PowerPoint and Outlook) is available for all students at no cost. Students enrolled in BYOD program can go to [portal.office.com](https://portal.office.com) and download a full copy of Office 365 by logging in with their school email account. Instructions on how to install software are available on the school's LMS page.

#### Co-contribution Computers

The software and programs pre-loaded on the Student Allocated computer are subject to licence conditions and copyright. They must not be distributed or deleted from the student computer. No additional software may be installed on the computers, as it can pose a security risk. Installation of any additional software will breach the College's Acceptable Use Policy and may result in suspension or removal from the computer Program.



### EXPECTATIONS AND RESPONSIBILITIES

#### Expectations and Responsibilities of Students

The following expectations must be met for the student to have continued access to the College network.

- Students will use their device on the school network responsibly
- Students will bring their device to school every day fully charged
- Students will supply the College with the device MAC address
- Students will follow the standards for conduct in the digital environment as outlined in the Student Behaviour Matrix
- Students will adhere to the [College's Acceptable Use Policy](#).

When using digital technologies, students are expected to behave in a way that is consistent with College's [Bullying and Harassment prevention policy](#).

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), the College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of 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 [Bullying and Harassment Prevention policy](#).

#### Expectations and Responsibilities of Parents

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They are also required to monitor their child's use of the computer, especially at home, including access to media and information sources.

Parents are expected to report any damage, theft or loss of the School Allocated computer to the college as soon as is practicable. Parents/Guardians should be aware that any damage, theft or loss to a School Allocated computer would incur a cost (see Schedule 1).



### Expectations and Responsibilities of Teaching Staff

School teaching staff will monitor appropriate use of the computers in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources. This includes staff facilitating student access to information on their computers in support of and to enrich the curriculum while considering the varied instructional needs, learning styles, abilities and developmental levels of students.

### Expectations and Responsibilities of the College

The College commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the computers and relevant curriculum facilities for staff and students. The school also has a responsibility to ratify information published on the Internet by students so that it meets legal requirements and community standards in relation to copyright and safety.

### SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Craigieburn Secondary College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Craigieburn Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation



- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher / Sub-school or ICT immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

### ACCEPTABLE USE POLICIES

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the DET system and are bound by DET rules of use. Upon entering this program Parents/Guardians and Students agree to adhere to the Acceptable Use Policy.

At Craigieburn Secondary College, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our Craigieburn Secondary College, we:

- Have a Student Engagement Policy that outlines our school's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies for school-directed learning.



- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
- See: Duty of Care and Supervision (<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - iParent | Office of the Children's eSafety Commissioner (<https://www.esafety.gov.au/education-resources/iparent>)

### USE OF HARDWARE AND SOFTWARE

Computer operating systems and other software have been set up to maximise the usefulness of the computers. Students are prohibited from:

- Accessing any web pages images, computer files, newsgroups, chat groups, or other material accessible with the Internet or the school network that would be considered offensive in the judgement of the college.
- Breaking software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software or files from other sources are not to be copied or run on or installed on the school equipment.
- Deliberately introducing any virus or program that reduces system security or effectiveness.
- Downloading and redistributing games, music, graphics, videos or text unless authorised to do so by the copyright owner (usually the person or organisation that create the materials).
- Attempting to log into the network with any username or password that is not their own or change any other person's password.
- Revealing their network password to anyone except the system administrator. Students are responsible for everything done using their accounts and everything on their computers. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Using obscene, harassing or abusive language in communication via the Internet.
- Using or possessing any program designed to reduce network security.
- Entering any other person's file directory or do anything whatsoever to any other person's files.



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- Revealing any personal information, belonging to either themselves or others including names, addresses, credit card details and telephone numbers via the Internet or school network unless instructed to do so by the College.
- Attempting to alter any person's access rights.
- Storing the following types of files in their home directory or on external storage devices without permission from their teacher:
  - Program files
  - Compressed files
  - Picture files, unless they are required by a subject teacher
  - Obscene, derogatory or insulting material - pictures or text
  - Password-protected files
  - Copyrighted material
  - Games and music (unless specifically requested by teaching staff)
  - Videos (unless specifically requested by teaching staff)
- Attempting to alter or bypass the College security settings, including proxies/firewalls and use of VPN, to access restricted content.

### BREACHING TERMS OF AGREEMENT

Any student found, either intentionally or recklessly, breaching any terms and conditions contained within this policy maybe subject (but not limited) to any of the following sanctions:

- suspension of student ICT account
- suspension (either temporary or permanent) from Co-contribution Program
- banning (either temporary or permanent) of BYOD computer from college
- detention / work sessions
- suspension of internet access
- any other consequences as allowed by College SWPBS Staged Response process.

### SOCIAL MEDIA USE

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.



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If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Principal Endorsement

Kate Morphy

Principal

17/10/2024





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### Acceptable Use Agreement Form

I, (please print) \_\_\_\_\_ (Parent/Guardian Name) have discussed the implications and rules of accepting responsibility for the use of Information and Communication Technologies at the College with (Student name - please print) \_\_\_\_\_ Form Group \_\_\_\_\_ and agree to adhere to the Craigieburn Secondary College guidelines and the Department of Education Usage Policy guidelines for Students and Parents/Guardians.

Device option selected (please tick ):

- 1. Purchase recommended device through JB Hi-Fi Commercial (Education Division)
- 2. Co-contribution
- 3. Bring your own device (BYOD)

We have read, understood and are bound by the following terms and conditions:

*Please initial each section*

|   | <u>Parent</u> | <u>Student</u> |
|---|---------------|----------------|
| ▪ Terms and Conditions for Co-contribution (Co-contribution only) (pages 6 & 7) | _____         | _____          |
| ▪ Unclaimed laptops after six months (page 6)                                   | _____         | _____          |
| ▪ Guidelines for General Use of Devices at the College (page 7)                 | _____         | _____          |
| ▪ Software & DET Programs (EduSTAR portal) Licencing (page 10)                  | _____         | _____          |
| ▪ Expectations and Responsibilities (page 11)                                   | _____         | _____          |
| ▪ Acceptable Use Policies (page 13)   | _____         | _____          |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

|                             |  |
|-----------------------------|--|
| Wireless MAC Address or ID: |  |
|-----------------------------|--|

#### For Co-Contribution Only

|                             |                       |                        |                 |
|-----------------------------|-----------------------|------------------------|-----------------|
| Date Security Received      | ___ / ___ / ___       | Date Netbook Allocated | ___ / ___ / ___ |
| Date Authorisation Received | ___ / ___ / ___       | Student Initials       |                 |
| Payment Plan Approved       | Yes                   | No                     | NA              |
|                             | Office Staff Initials |                        |                 |