



Acceptable Use Policy

Craigieburn Secondary College | Student Device Program

At Craigieburn Secondary College we are committed to building a culture of respect and responsibility in the way we use technology. We teach students to recognise and respond to online risks, and we integrate digital tools into the curriculum while maintaining a balance with offline learning.

What the College does

We set clear expectations about appropriate conduct online and apply consequences when they are breached, in line with our Student Wellbeing and Engagement Policy. We provide a filtered internet service, supervise students using digital technologies in class, and may access or monitor messages and files sent or saved on our network where necessary and appropriate. We refer suspected illegal online acts to police.

Setting up your device

Before handover, our ICT team rebuilds each device with the College's Standard Operating Environment, a school-configured version of Windows. The device arrives connected to our network and printers, with school software installed and content filtering in place. Please note the rebuild erases anything already on the device, so back up your files first if you are supplying your own. Devices bought through the school portal arrive new.

What we expect from students

Students are expected to be **safe**, protecting personal information and not sharing passwords; **respectful**, never bullying or impersonating others, and never using generative AI to upload or create images of a student, parent or teacher; and **responsible**, handling devices with care, not bypassing school network or content restrictions, not using technology to cheat, and acknowledging any AI-generated content. Students should ask a teacher or trusted adult for help if they feel unsafe or see something inappropriate.

What we ask of parents and carers

Talk with your child about when and where devices are used at home, keep overnight charging out of bedrooms, use built-in parental controls, and encourage a healthy balance between screen time and offline activity. Australian guidelines recommend no more than two hours of recreational screen time per day, no screens in the hour before sleep, and keeping screens out of bedrooms.

Charging and daily use

Devices must be brought to school fully charged each morning. A full charge will last the school day, and students are not able to charge devices at school during class time. Charging overnight at home should become part of your child's routine. We suggest charging in a common area rather than a bedroom.

Looking after the device

Devices should be carried in a protective case and handled with care. The College will label each device with the student's name during handover, so there is no need to do this yourself. Report any damage to ICT promptly so a repair can be lodged.