



Greensborough College Acceptable Use Agreement

Our commitment to the responsible use of digital technology

At Greensborough 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 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. • 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.



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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. • More Information - https://www.vic.gov.au/safe-socials-parents-and-carers-secondary

***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](#).



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Personal devices at Greensborough College

Greensborough 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** who offer discounted prices for the purchase of devices for our students.

Families can choose from a range of devices using the LWT Order Portal. Families will have several options to choose from, including a choice of warranty and insurance options. Please visit the following website:

<http://greensc.orderportal.com.au/>

Please navigate through the portal to organise your order. Please note, when families purchase their device through the LWT Order Portal they will need to read and accept the Acceptable Use Agreement before they can complete their purchase. The AUA formally sets out the rules of use of software, networks, printers, and the internet at Greensborough College.

Orders must be completed through the LWT portal by **Close of Business Friday 4th December 2026** for devices to be ready when the new school year commences. Any orders that miss this cut-off date will be delivered to the school on an ad-hoc basis and as such, may be charged an additional delivery fee.

After ordering the device, it will be imaged by LWT with the DET Secondary School Image, then delivered directly to the school. It will be set up on the school network by our technician on arrival to the 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 supplying a personal device to use at Greensborough College, please ensure that it complies with the following minimum specifications.

- [Recommended device model- Lenovo](#)

Please note: Chromebooks are **not** recommended as they are not able to run all programs required for curriculum subjects, such as TI inspire CAS calculator software required in Mathematics and Adobe Creative Cloud in Arts and Media subjects.

SPECIFICATIONS	BYO DEVICE MINIMUM SPECS.
SCREEN:	11.6in
CPU/Processor:	Intel Celeron N150 or greater (e.g. i3, i5, i7)
MEMORY:	8GB RAM
HARD DRIVE:	256GB
OPERATING SYSTEM:	Windows 11 or greater
WIRELESS:	Intel 802.11agn wireless
CAMERA:	Integrated Webcam
BATTERY:	Must last at least 6 hours (i.e. full school day)
KEYBOARD:	Must have a physical keyboard

Highly recommended device features:

- Screen protection
- Insurance
- Up-to-date antivirus and security software
- [Ports, e.g. microSD card, USB-A, USB-C, 3.5mm headphone jacks]



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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

Students are responsible for backing up information and data on a regular basis using their own OneDrive account, external hard drive, SD Card or USB flash drive.

Supports and services provided

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

- Support to access department software such as Microsoft 365, Clickview, Adobe Creative Cloud
- 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 us at ITSupport@greensc.vic.edu.au.



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For students

What we expect

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

Be safe



At Greensborough 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.
- Using the internet for educational purposes only when at school.
- More information - <https://www.vic.gov.au/safe-socials-students>

Be respectful



At Greensborough 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.
- Thinking carefully about the content I upload or post online, knowing it is a personal reflection on me and is my digital footprint.

Be responsible



At Greensborough 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.
- Abiding by copyright and intellectual property regulations and attributing references appropriately.
- 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 Greensborough 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.



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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](#).

School Property and resources

- When using school property and resources (such as cameras and accessories), you are to:
 - Handle all equipment with delicate care.
 - For use outside the classroom or out of class time, you must sign out all filming/ photography equipment with your teacher;
 - Respect all school resources, and return them in condition in which they were received;
 - When using resources outside of class time, please charge all batteries prior to equipment return;
 - To prevent the loss of unsaved work, please copy and clear all work off cameras prior to return.
 - Breaking conditions of this use:
 - Depending on the circumstance, as per school policy you will receive a WSAPB based consequence;
 - The damage of school property will incur replacement or repair costs and an after school Principal's Detention.
- When using the Visual Arts Mac Computers, students are to abide by the following:
 - **NO** Food or drink when using the devices
 - When you leave the area, ensure it is tidy - chairs tucked in, computers turned off, scrap paper in bin, keyboards and mice left neatly (one per each computer) and drawing tablets returned to teacher.
 - Consequences for breaking conditions of use:
 - Depending on the circumstance, as per school policy you will receive a WSAPB based consequence;
 - In addition, you will be denied Mac computer access for two weeks. You will have to find alternative ways to complete assigned work.



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Acceptable Use Agreement (AUA)

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.
- Completed agreements are to be returned to our Administration Office.

Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Greensborough 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. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

(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.

