Greensborough
## COLLEGE

Access to Digital Technologies

Introduction

The use of Digital Technologies at Greensborough College aims to improve student learning experiences both in and out of the classroom. The use of Netbooks and supporting digital technologies, such as digital cameras, internet access, software programs, printers, etc., in the classroom provides a wealth of rich educational resources and tools that, when used effectively, deliver positive teaching and learning outcomes.

LWT Order Portal

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 [click here](http://greensc.orderportal.com.au/) or 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.
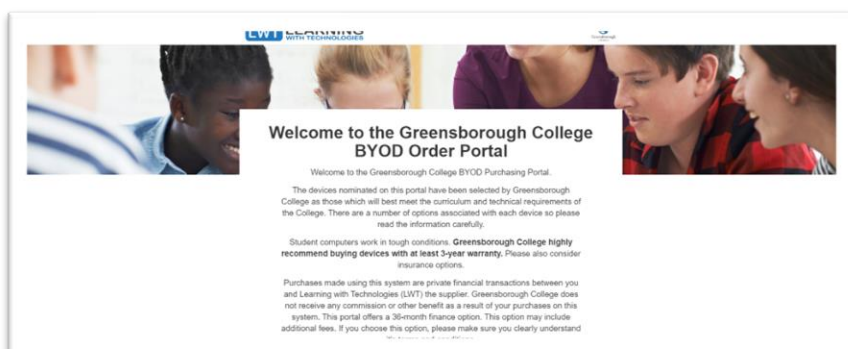
Ordering Timeline

Orders must be completed through the LWT portal by Close of Business Friday 5th December 2025 in order 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.

Applications and programs that students will receive with the DET imaging:
- Microsoft 365 Apps for Enterprise
- Microsoft Edge (Chromium)
- Microsoft Teams
- Audacity
- Google Chrome
- RapidTyping 5
- Scratch 3
- VLC Media Player
- Webex Meetings
- Webex Teams
- Adobe Acrobat DC PRO
- Adobe Creative Cloud
- Inspiration 9 IE
- InspireData
- SketchUp PRO 2020

What if I have just purchased a new laptop in the last year or so? Can my child bring this to the college?

Yes, if the laptop meets the specifications published by the college (see below). The more recent the purchase the better the capacity of the device to hold the Standard Operating Environment (SOE). **A payment of $50 is required for the laptop to be joined to the school network** and this will be invoiced to parents/carers via Compass. An Acceptable Use Agreement must be read, signed and handed in with the laptop. These agreement forms are available from our Administration Office.

What do we mean by Specifications?

The minimum hardware specifications are detailed below. We also require that the laptop be able to run a standard suite of applications and collaboration tools, specifically Microsoft Office 365, including Teams and One Note.

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 N2930 or greater (e.g. i3, i5, i7)
MEMORY:	8GB RAM
HARD DRIVE:	128GB
OPERATING SYSTEM:	Windows 10 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

Any other questions? Please get in touch with us: ITSupport@greensc.vic.edu.au
@15/10/2024

Greensborough COLLEGE

BYOD (bring your own device) program-

Agreement for devices meeting the specifications published by the college

Greensborough College uses a BYOD (bring your own device) program with laptop computers that use the Windows Operating system. This does not include iPads or Chromebooks. The Windows Operating system allows for the delivery of the curriculum with a level of support that can be reliably achieved with the IT resources we have available and optimises the learning experience for our students.

Any laptop recently purchased can be used at that college provided it meets the specifications published by the college. The more recent the purchase, the better the capacity of the device to hold the Standard Operating Environment (SOE). **A payment of $50 is required for laptops to be imaged and joined to the school network and this charge will be added to your child's account for payment via Compass.** Payment can be made on the day the laptop is brought in to the Administration Office. An **Acceptable Use Agreement** must be read, signed and handed in with the laptop (please see next pages).

What are the specifications the laptop needs to meet to fit with the schools operating system?

If you are not purchasing through the LWT portal (http://greensc.orderportal.com.au/) please see the specifications below that the laptop needs to meet to fit with the school's operating system.

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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.

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Acceptable Use Agreement (AUA)

School profile statement

Greensborough College believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st century students spend increasing amounts of time online; learning, communicating and collaborating.

At Greensborough 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 College'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. Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. Some inappropriate online activities are illegal, and as such will be reported to police.

This agreement ensures the safe and responsible use of these resources.

Part A – School Support for the Safe and Responsible Use of Digital Technologies

Greensborough College uses the internet and other digital technologies, such as the College's Wireless Network, as teaching and learning tools. We see the internet, our intranet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and other digital technologies responsibly, both when at school and when using College provided devices outside of school. Parents/guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Greensborough College we:

- Have a **Student Wellbeing and 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)
- Have policies in place that outline the values of the College and expected behaviours when students use digital technology and the internet;
- 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;
- Promote and reinforce that cyber-safe and responsible behaviours are expected from students in their use of digital technology;
- 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;
- Will not tolerate any downloading, watching and sharing of sexual images or videos;
- Provide support to parents/guardians to understand this agreement;

- 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)
  - iParent | Office of the Children's eSafety Commissioner
    (https://www.esafety.gov.au/education-resources/iparent
- Reserve the right to amend this agreement at any time without notice;
- Provide a copy of the latest agreement for parents/guardians to access on the College website – www.greensc.vic.edu.au

Part B – Student Agreement

When I use digital technology I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Talking to a teacher or student wellbeing team member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Being aware that content I upload or post is my digital footprint;
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Using the internet for educational purposes only when at school;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not attempting to log into the network or online service with a username or password of another person;
- Thinking critically about other users' intellectual property and how I use content posted on the internet;
- Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Using a secure password that others cannot easily guess or figure out;

- Not revealing my password to anyone and will change it immediately if someone reveals they know it.
- 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.
- To ensure an effective and appropriate use of YouTube:
    - Only search clips that are relevant to the task;
    - Do not intentionally search for clips that you know are inappropriate;
    - To conduct an "off topic" search, you must **GAIN PERMISSION FIRST** from your subject teacher.

Part C – Requirements for Parents/Guardians and Students Using Portable Devices Provided by the College

The use of digital devices at Greensborough College aims to improve student engagement and learning experiences within the classroom. Greensborough College is making various digital devices available to students in Years 7 – 12 with the expectation that they will make good decisions with regard to their personal use of technology.

School-owned digital devices and technologies lent to students for use at school and/or at home must be for educational purposes only. Digital devices may include, but is not limited to, Netbooks, laptops, cameras, printers, photocopiers and the College network.

This Acceptable Use Agreement must be signed by both students and parents/guardians, and provided to the College before any device will be issued or permission given to be used.

1. Purpose

Digital devices and technologies are provided as a tool to assist student learning.

2. Equipment

2.1   Ownership

2.1.1   Parents/Guardians and students should be aware that files stored on the device or on the College's network are not private.

2.2 Damage or Loss of Equipment

2.2.1   All devices and batteries are covered by a manufacturer's warranty. The warranty covers, for a limited time, manufacturer's defects and normal use of the device. It does not cover negligence, abuse, or malicious damage. The length of the warranty varies based on the device and supplier.

2.2.2   Any problems, vandalism, damage, loss or theft of the device must be reported as soon as practicable to the College's Netbook Service Desk team.

2.2.3   In the case of suspected theft, a police report must be made and a copy of the report provided by the family or to the family, depending on where the suspected theft has occurred.

2.2.4   In the case of loss or accidental damage, a written statement must be made to the Coordinator's by the student responsible and should be signed by a parent/guardian then returned to the College.

2.2.5   If a device is damaged, the technicians will determine whether replacement is appropriate.

2.2.6   If a device is damaged and said damage is not covered by the manufacturer's warranty, or the device is lost or stolen, the parents/guardians of the student responsible must pay to the College the costs of repairing the damage or, if necessary, the costs of replacing the device. A list of approximate replacement part costs will be made available on the College website.

2.2.7   Any unauthorised "personalisation" of the device such as scribing, adding stickers, etc. is strongly discouraged and the parents/guardians of the student responsible must pay to the College the costs of repairing any cosmetic damage occurring due to such personalisation, if requested.

2.3   Substitution of Equipment

2.3.1   When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2   When a device is replaced by the College, its type of replacement will depend upon the replacement policy of the College.

I have read this Acceptable Use Agreement (AUA) carefully and understand the significance of the conditions.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I agree that the Acceptable Use Agreement applies at all times when using the device for school purposes.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

If I do not act responsibly, I understand that any breach of these conditions will result in my College network and digital technology access privileges being suspended or revoked.

Please Note:

The student must bring their device to school each day. It must be fully charged.

The student is responsible for the safe storage and care of their device at all times. The College accepts no responsibility for any devices brought onto the College premises.

Some software usage restrictions may be imposed on devices whilst being used on the College Domain Network.

Upon ceasing enrolment, the student must remove all department software installed during their time at the College.

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

Student Name _____

Student Signature: _____

Year Level: _____

Parent/Carer Signature: _____

Date: _____

If you have any concerns about this agreement or ideas for making the agreement better, please contact the IT Coordinator on (03) 9433 2666 or greensborough.sc@edumail.vic.gov.au with "Enquiry - AUA" in the subject line.

For further support with online issues:

- Students can call Kids Helpline on 1800 55 1800 or visit https://esafety.gov.au/esafety-information
- Parents/guardians can call Parentline 132 289 or visit https://esafety.gov.au/#

Note: Office Use Only	
Student Username	
Staff Connecting device Initials	
Brand of device	
Date device connected	
Model of device (if known)	

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