Digital technology at Dromana College

Acceptable Use Agreement 2027

For parents, carers and students

Information for parents

Our commitment to the responsible use of digital technology

At Dromana 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 students to use digital devices and tools safely, ethically and responsibly, 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 make careful choices about when and how we use digital devices and tools. We use them when they support learning, without distracting students, reducing learning time or removing the productive effort needed for learning. We also plan regular learning time without digital devices.

What we do

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<h3>We set clear expectations</h3>

We set clear expectations for appropriate conduct when students use digital devices and tools.
Our Mobile Phones and Personal Electronic Devices – Student Use Policy outlines requirements for mobile phones, smart glasses, wearable devices and personal audio devices.
Our Student Wellbeing and Engagement Policy explains how the College responds to breaches of expected behaviour, including inappropriate online behaviour.
• Smart glasses are not permitted on Dromana College property. From Term 1 2027, smart glasses and covert filming devices must not be worn by anyone on school premises or at school-organised events and activities.

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<h3>We teach safe and responsible use</h3>

We teach students to use digital technologies safely, intentionally and responsibly, including privacy, cybersecurity, cyberbullying, copyright and academic integrity. When generative AI tools are used for learning, students are taught to check outputs and follow task instructions about acknowledgement.

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<h3>We work with families</h3>

We work with parents and carers to understand technology-related issues at home and share information to support informed decisions. We notify families about online services used at school and seek consent where required.

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<h3>We provide access to technology</h3>

We provide access to digital tools and software for learning, including Microsoft 365.
Student accounts are provided for learning and school communication and must be used in accordance with College requirements.
Platforms and online services include:
Microsoft 365
Google Workspace for Education
Education Perfect
Compass Education
Musescore
Analytics for Schools - Maestro
Canva
Campion Education
Access-IT
Adobe Creative Cloud Suite

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	We supervise digital learning • Staff supervise students when they use digital technologies in class and during online learning. • We manage access to online communication and collaboration tools to support safety and learning.
	We take steps to protect students • We provide filtered internet access to limit exposure to inappropriate content. Filtering cannot prevent access to all inappropriate material, so students are taught how to respond and report concerns. • We manage student information and use of digital tools in line with Department privacy and information security requirements. Use of College or Department systems may be reviewed when necessary and in accordance with those requirements.
	We respond to online incidents • We work to prevent, respond to and learn from incidents involving digital technology, including cyberbullying, cybersecurity concerns and risks to child safety. • We refer suspected illegal online activity to Victoria Police.

How parents and carers can help

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). • Consider that incorrectly configured parental controls can negatively impact student access and learning whilst at school.
	Talk about online safety • Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings in online spaces. • Talk with your child about age restrictions on social media and explore other ways they can connect with their friends online and offline. • 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.

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***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.

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.

Personal devices at Dromana College

Dromana College operates a Bring Your Own Device (BYOD) program. Parents and carers may purchase or supply a device for their child to use at school. The College has arrangements with Eduent for education-specific device models. Current device information is available through the College Laptop Program.

Technical specifications for BYOD devices

Current device specifications and recommended models are available through the College Laptop Program. Please check the current requirements before purchasing or supplying a device.

Behavioural expectations – personal devices

When bringing a personal device to school, 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.

Supports and services provided

The College will provide the following technical support for eligible personal devices brought to school:

- Support to access approved learning software, including Microsoft 365.
- Connecting eligible devices to the school network and internet, where required.
- Providing student login credentials for school accounts used for learning and communication.

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.

For information or assistance with the BYOD program, contact the College on (03) 5987 2805 or dromana.sc@education.vic.gov.au.

Digital technology at Dromana College

For students

What we expect

Below are our expectations for students when using digital technologies at Dromana College or in activities connected with the College.

Be safe 	***We protect personal information and keep safe online.*** We do this by: • Keeping our passwords private and not using another person's account. • Logging out of devices and accounts when we have finished. • Being careful about the personal information, photographs and videos we share. • Not entering personal, sensitive or confidential information into a generative AI tool.
Be respectful 	***We are kind and show respect to others when using technology.*** We do this by: • Communicating respectfully and not bullying, threatening, harassing or impersonating others online. • Thinking about how our words and actions may affect other people. • Following College requirements before photographing, filming, recording or sharing information about others. • Never using a generative AI tool to upload or generate images of a student, parent or carer, or staff member.
Be responsible 	***We are honest, handle technology with care and follow College requirements.*** We do this by: • Looking after devices and not interfering with College networks, security settings, another person's work or devices we do not own. • Using approved tools for learning and following their terms and conditions. • Not downloading unauthorised programs or using tools or networks to bypass College internet or content restrictions. • Following copyright requirements, acknowledging sources and following task instructions about generative AI. • Checking AI-generated information for accuracy, relevance and bias before relying on it. • Following the Mobile Phones and Personal Electronic Devices – Student Use Policy, including requirements for mobile phones, smart glasses, wearable devices and personal audio devices. • Not bringing smart glasses onto College property, and not wearing smart glasses or covert filming devices at school or school-organised events and activities. • Not accessing age-restricted social media platforms when under 16, except where appropriate content is available without an account. • Balancing digital learning with offline learning and activities at school.
Ask for help 	***We ask for help if we feel unsure or see something inappropriate.*** We do this by talking to a teacher or trusted adult if: • We feel uncomfortable or unsafe online. • We see unsafe, inappropriate or hurtful online behaviour. • We notice damage to a school device or technology. • We need help understanding a digital tool or how we are allowed to use it.

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.

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My ideas on safe, intentional 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 your response here:

Be respectful – I am kind and show respect to others when using technology. This means I:

Write or draw your response here:

Be responsible – I am honest, handle technology with care and follow College requirements. This means I:

Write or draw your response here:

Ask for help – I ask for help if I feel unsure or see something inappropriate. This means I:

Write or draw your response here:

Digital technology at Dromana College

Before signing

- 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.
- A signed and dated agreement from the student and a parent or carer is required before the student can access digital technologies at Dromana College.

Student Agreement

_____

(Student name)

I understand and agree to uphold the expectations in this agreement when using digital technology at Dromana College. A signed and dated agreement from both me and a parent or carer is required before I can access digital technologies at the College.

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 have discussed this agreement with my child and acknowledge the College's expectations for the safe, intentional and responsible use of digital technology.

Parent/carer signature: _____
Date: _____