Kerang Technical High School
A State Secondary College

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Acceptable Use Agreement - Kerang Technical High School

2027 Year 7-12

The Kerang Technical High School has taken important steps over the past few years to achieve a digital environment.

Upgrades to the school network, wireless infrastructure, and the implementation of XUNO software for roll marking, reports and communication within our school community are some of these measures.

The school website, Facebook, and Xuno are used for communicating important information, updates and events to students, families, and the wider school community. KTHS does not mandate the use of BYOD, but it is an option for students and families if they wish. The Acceptable Use Policy relates to all devices used on the school network. The school network is designed as a safe environment under the framework of the Department of Education. Whether a student uses a BYOD or school provided device there are operational expectations and restrictions on its use and what sites can be accessed.

Changes we are making to the digital learning environment are crucial if we are to provide the appropriate learning framework for each student in our school. The demands for digital technology literacy can be found in all aspects of our lives. For young people, the demands for skills and literacy in this area of learning will only increase.

Our commitment to the responsible use of digital technology

At Kerang Technical High School, 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.

Digital technology at Kerang Technical High School

Information for parents

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. • Yr 7 Digital learning and the Wellio wellbeing platform incorporates curriculum that teaches students to be safe and responsible users of digital technology.
	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 many online educational resources for students to use: Xuno, Maths Pathways, Wellio, ePlatform, ClickView, Sketchup, KTHS Career Pathways, Edrolo • We create student email accounts which are non-identifiable. • Xuno messages are used as the platform for teacher interaction. • Assessments and tasks are communicated through Xuno.
	We supervise digital learning • We supervise students using digital technologies in the classroom, consistent with our duty of care. We use ABTutor classroom monitoring software to support effective learning, promote digital safety, and maintain consistent behavioural expectations across all learning environments. ABTutor is used professionally, transparently, and solely for educational purposes. • 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 on our network, if necessary and appropriate. • The DET provide a safe filtering system through the use of Proxy's which should not be bypassed.
	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.

Digital technology at Kerang Technical High School

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).
	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.

***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.

Digital technology at Kerang Technical High School

Personal devices at Kerang Technical High School

Kerang Technical High School 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 Learning with Technologies and JB Hi-Fi and formed an endorsed list of BYOD devices, which include ACER, Lenovo, and HP, with options of extended warranty, accidental damage protection, carry cases and finance options. The devices are built to different specifications and designed to last in an educational environment. We do not restrict you to purchasing from these suppliers.

BYOD Options

Students have three options:

1. Purchase a recommended device from our supplier.
2. Purchase a recommended device from an independent store.
3. Bring a suitable device from home if they already own one.

How to order

LWT Portal: https://kths.orderportal.com.au
JB Hi-Fi Portal: https://byod.jbhifi.education (JBHIFI School Code: byod2027)

Technical specifications for BYOD devices (NO CHROME OR ANDROID devices)

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at Kerang Technical High School, please ensure that it complies with the following specifications:

Screen	11” or higher
Hard drive	128 GB or higher
Device Type	Windows Laptop, MacBook, iPad only with external keyboard
Operating System	Windows 10, 11 (Not with Windows S mode), Mac OS 13 or newer
iPad OS	7th gen or newer
RAM	4 GB or higher (8 GB Preferred)
Hard Drive	128 GB or higher
Wireless Connectivity	802.11a/b/g/n/ac
Battery life	6 hours or more
Peripherals	Always carry device in an appropriate protective case
Virus Protection	Up to date antivirus and security software

Digital technology at Kerang Technical High School

Highly recommended device features:

- Screen protection
- Insurance
- Ports e.g. microSD card, USB-A, USB-C, 3.5mm headphone jacks

Insurance & Warranty:

We advise that all BYODs be covered by an extended warranty. When purchasing your laptop please consider Accidental Damage Protection (ADP) for your device. ADP covers your device with accidental damage on and off the school campus. Fire and theft are usually not covered under these programs, and we suggest you include it in your personal or home insurance. Insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company. Purchasing insurance or your BYOD is a personal choice.

Behavioural Expectations – Personal devices in addition to the behavioural expectations below

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
- the device has appropriate virus protection
- back up data securely
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

Supports and services provided

Kerang Technical High School will provide the following technical support services for personal devices brought to school:

- Support to access software **e.g. Microsoft 365 and any curriculum resources**
- 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 our Assistant Principal, Dean Smith Email: kerang.tech.hs@education.vic.gov.au

Digital technology at Kerang Technical High School

For students

What we expect

Below are our expectations of students at Kerang Technical High School when using digital technologies.

Be safe

At Kerang Technical High School, 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.

Be respectful

At Kerang Technical High School, 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.

Be responsible

At Kerang Technical High School, 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.
- Turning off and securely storing our mobile phone during school hours.
- Not using age-restricted social media when under 16 years-old, except to access appropriate content that is available without an account.
- Ensuring a healthy balance between screen time and offline activities at school.

Ask for help

At Kerang Technical High School, 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.

Digital technology at Kerang Technical High School

Student Agreement

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 and return it to the General Office.

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.*

What do parents and Students need to do?

1. Thoroughly read the BYOD Handbook which outlines device requirements, insurance, and software. (NO CHROME OR ANDROID devices)
2. Thoroughly read the Acceptable Use Policy
3. If you wish to accept the policy and framework, sign the documentation (parents/guardians and students).
4. Purchase device (our preferred outlet is Learning with Technologies (LWT) and JB HI-FI where warranty support can be facilitated at KTHS)
5. Ensure the device and charger are named.
6. Once the 2027 School year begins, hand the device and signed documentation to our technician to enable them to connect the device to the KTHS network (this may take 1-day to 1 week).

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps, extra-curricular activities, and at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement.

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

Student name:	Student signature:
Parent/Guardian Name:	Parent/Guardian Signature:
Date: ____/ ____/_____	