

Heathmont College Digital Technology Acceptable Use Agreement

Heathmont College Notebook Guide

Heathmont College has worked extensively with staff and students to integrate notebook devices into the school curriculum. These devices enhance learning across various subjects and improve communication between staff and students.

Notebook Purchase Options

Families have two options when acquiring a notebook for their child:

1. **Recommended Laptop** – Purchase a device through Learning with Technologies (LWT), which offers school-recommended models with support and extended warranties.
2. **Bring Your Own Device (BYOD)** – Use a personally owned device that meets the minimum specifications outlined below.

There is no difference in learning impact between selecting a recommended laptop or BYOD, if the device meets the listed requirements. However, families choosing BYOD are responsible for repairs and warranty claims.

Minimum Device Requirements

If bringing your own device, it must meet these minimum specifications:

- **No iPads, Android Tablets, Chromebooks, or Linux devices.**
- A notebook running **Windows 11 or macOS 14** natively.
- At least **8GB of RAM**.
- A minimum **120GB SSD** (solid-state drive).
- At least **8–10 hours of battery life** (to last a full school day).
- Supports **wireless connectivity and Bluetooth**.

Software Requirements

All necessary software is provided to the students, including Microsoft Office 365, Adobe Creative Cloud (for applicable subjects), Papercut printing (for school managed printing) and Compass.

Students will receive guidance from teachers on how to use these platforms effectively.

Technical and Hardware Support

Due to the variety of models under the BYOD program, Heathmont College provides **limited support** for BYOD devices, primarily regarding network connectivity. Repairs and warranty claims must be handled by parents/guardians through the device's original supplier. Many consumer-level warranties are **offsite and valid for only one year**.

BYOD Purchasing Responsibility

Parents/guardians must ensure that any BYOD laptop complies with these specifications. Heathmont College does not guarantee that devices outside the recommended list will function optimally within the school environment.

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Information for parents

Our commitment to the responsible use of digital technology

At Heathmont College we are committed to the values of Curiosity, Community and Compassion. We show this in the way we use technology and interact online. We teach 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. • We provide students with clear direction on which tasks are appropriate to use digital technologies (including generative AI) • 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 cyber-safety and cyber-bullying. This is emphasized throughout our Digital Technology subjects and in targeted programs run throughout the year.
	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, including restricting students' internet access to only using the filtered internet service provided by the college.
	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.

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	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.

***Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:**

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- **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](#).

For students

What we expect

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

Be safe



At Heathmont 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.
- Only accessing the Internet through the school's safe filtered Internet connection while on site (ie. Not using VPN, reverse proxy or personal hotspot services).

Be respectful



At Heathmont 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.

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Be responsible 	<i>At Heathmont College, we are honest, handle technology with care and follow the school rules.</i> 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. • Using technology in ways that acknowledge when we use information sourced from others or generate content using AI tools, in line with instructions. • Turning off and securely storing our mobile phone during school hours. • Only using Generative AI services (e.g., chatbots, automated writing assistants) for classwork or assignments in ways that have been specifically directed by your teachers
Ask for help 	<i>At Heathmont College, we ask for help if we feel unsure or see something inappropriate.</i> 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.

Each curriculum area at Heathmont College defines/describes the ways in which technology and laptops can be used appropriately in that subject. Students are made aware of these through posters in relevant rooms and as part of induction processes for each academic year/semester.

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](#).