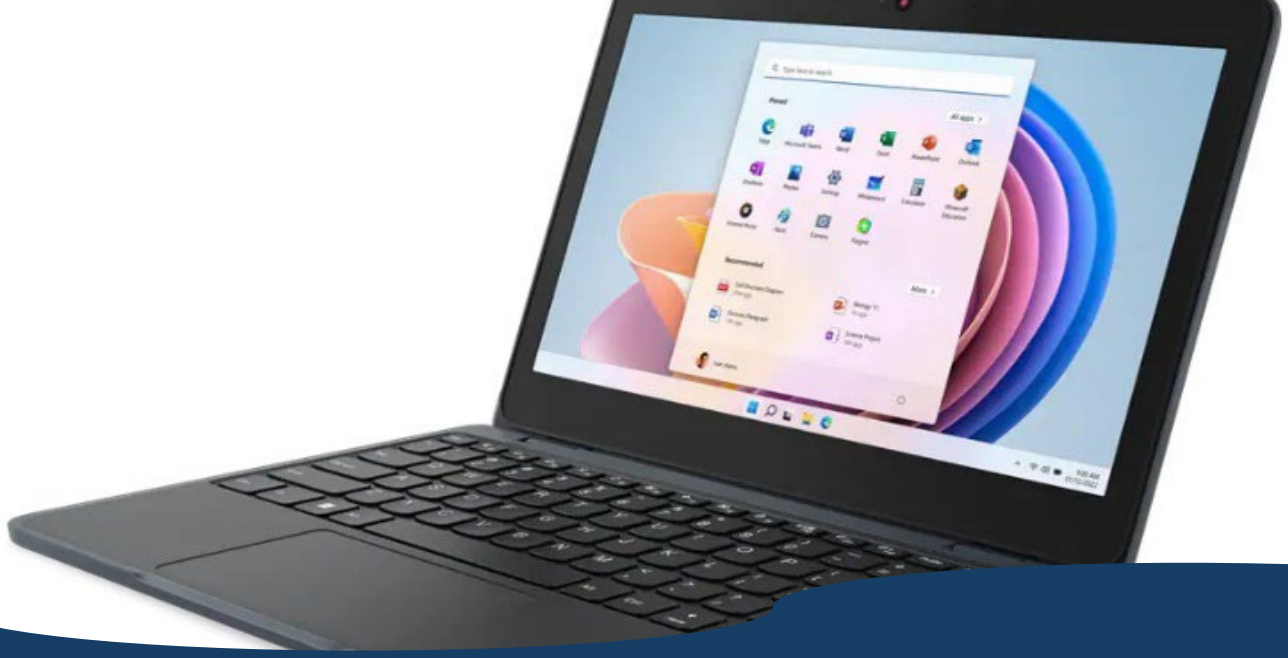

HEATHMONT COLLEGE

HEATHMONT COLLEGE NOTEBOOK GUIDE AND ICT ACCEPTABLE USAGE POLICY 2027

CURIOSITY | COMPASSION | COMMUNITY

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 REQUIRMENTS

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 X** 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**.
- Devices with **Windows S-Mode** should be avoided (as it restricts software installation).

SOFTWARE REQUIRMENTS

All necessary software is provided to the students, including:

- **Microsoft Office 365**: Word, PowerPoint, Excel, OneDrive, Teams.
- **Adobe Creative Cloud** (for applicable subjects): Photoshop, Illustrator, Lightroom.
- **Papercut Printing** (for school-managed printing).
- **Compass**: The school's student management system, where students can check their schedule, submit work, and communicate with teachers.

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.

Benefits of Purchasing Through LWT

• Extended 3-year onsite warranty.
• Onsite technician visits to resolve issues.
• Optional accidental damage insurance (useful for covering broken screens and other damage not included in standard warranties).

BYOD users are fully responsible for troubleshooting and resolving any technical issues with their provider.

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.

INFORMATION FOR PARENTS/GUARDIANS

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 directions 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 cybersafety and cyberbullying. 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 to 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.

How parents and guardians 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:

• 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 guardians
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.

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.

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/guardian acknowledgement and return it by [insert date].

• Completed agreements can be returned to the general office.

STUDENT AGREEMENT

_____

(Student name)

I understand and commit to uphold the expectations on me as a student at Heathmont 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.

_____ _____

(Student signature) *(Date)*

PARENT/GUARDIAN ACKNOWLEDGEMENT

_____

(Parent/guardian name)

_____ _____

(Parent/Guardian signature) *(Date)*

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

HEATHMONT
COLLEGE

Heathmont College
Wurundjeri Country
Waters Grove
Heathmont VIC 3135
ABN 24 370 034 733

(03) 9871 4888
heathmont.co@education.vic.gov.au

heathmont.vic.edu.au