KOONUNG Secondary College

Excellence Through Endeavour

Digital technology at Koonung Secondary College

Information for parents

Our commitment to the responsible use of digital technology

At Koonung Secondary 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

	**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. • We have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including in the Positive Classrooms and health programs • We actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours • We have a college *Statement of Values* and *Bullying Prevention* policy
	**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. • Key software titles including Compass Education, Microsoft Teams, OneNote and the Office365 Suite, Adobe Creative Cloud apps Photoshop & Illustrator. Clickview, Education Perfect • We create student email accounts which are non-identifiable.
	**We supervise digital learning** • We supervise students using digital technologies in the classroom. • 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.
	**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 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:

- 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.

Personal devices at Koonung Secondary College

Koonung Secondary College invites families to participate in its Bring Your Own Device (BYOD) program. Families may purchase a **school-supported laptop through the approved Learning with Technologies (LWT) portal** or supply another suitable laptop from home or a different retailer.

Recommended school-supported laptops

The College recommends purchasing through the LWT portal. These laptops are selected for compatibility with the College's learning environment and include discounted education pricing, full configuration, technical support, device re-imaging, managed extended warranty and optional damage repair coverage with no excess, and access to a loan device where available.

The currently available models are:

- Lenovo ThinkPad L13w 2-in-1 Gen 3 (Most recommended)
- Lenovo ThinkPad L13 2-in-1 Gen 6
- Lenovo 500W 2-in-1 Gen 5

Independently supplied laptops

Families may instead supply another laptop that meets the minimum specifications below. The College will assist with providing details for initial network and school-service access; however, families are responsible for all other setup, maintenance, troubleshooting and repairs.

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 Koonung Secondary College, please ensure that it complies with the following specifications:

Required device features:

- Current gen processor
- 8GB RAM
- 12" screen or larger
- Windows 11 or above (Not S-Mode)
  OSX14 or above
- 5 hours true battery life to last the school day
- 256GB Storage (SSD or HDD)
- Wi-Fi Connectivity
- Headphones. carry case

Highly recommended device features:

- i5 Processor or above
- 16GB RAM
- Extended warranty & Insurance
- Camera, webcam
- Stylus & touchscreen
- USB-C, 3.5mm headphone jack

Please note: iPads, Chromebooks and Android tablets do not meet the College's BYOD requirements.

Snapdragon processors may have compatibility issues with certain titles. (Currently the case with Adobe Illustrator)

Behavioural Expectations – Personal devices

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
- It is transported safely and protectively between classes
- it is not left unattended at any time.
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class
- the use of technologies in school is primarily to support learning
- only the college network must be used to access the internet; tethering, dongles, and bypassing filters via VPNs or altered DNS settings are strictly prohibited
- passwords are kept private and confidential, not shared
- schoolwork and other data is backed up regularly, either on an external device or cloud service such as the students OneDrive

Supports & Services Provided

Koonung will provide the following technical support services for all eligible personal devices brought to school:

- Provide student log-in credentials to access the schools network, including a school email account
- initial assistance connecting to the school Wi-Fi & internet
- access to required software. (0365, Teams, Compass, Creative Cloud)

Additional support for school supported portal-purchased laptops

School-supported laptops purchased through the approved portal also receive:

- full device configuration
- ongoing software support and technical troubleshooting
- device re-imaging when required or requested
- onsite management of eligible warranty and accidental-damage repairs
- access to a loan device, where available, while repairs are completed

The College cannot provide hardware repairs, servicing, device re-imaging or general technical troubleshooting for independently purchased or supplied laptops. Families choosing an independent device remain responsible for maintaining it and arranging any required technical support or repairs.

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 the ICT team at mailto:koonung.sc@education.vic.gov.au

For students

What we expect

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

Be safe



At Koonung, 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 Koonung, 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 staff member.

Be responsible



At Koonung, 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.
- Ensuring a healthy balance between screen time and offline activities at school.

Ask for help



At Koonung, 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.

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.