

Information for parents

Our commitment to the responsible use of digital technology

At Gladstone Park Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This usage agreement provides guidelines for the use of personally owned laptops and school owned technology. All students who use or access digital technologies are bound by these conditions. The goal of this agreement is to ensure that students use school-based technology safely and responsibly.

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. https://www.gladstoneparksc.vic.edu.au/our-school/school-policies/
	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 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. ◦ Compass ◦ Microsoft Office 365 (including Word, PowerPoint, Teams, Excel and Outlook) ◦ Adobe Creative Suites ◦ ClickView • 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.
	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 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](#).

For more information see the [Gladstone Park Secondary College BYOD & Online Safety Guide for Parents and Carers](#)

Personal devices at Gladstone Park Secondary College

Gladstone Park Secondary College operates a Bring Your Own Device (BYOD) program for selected year levels. 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](#) where parent/carers can purchase devices for students that meet our minimum requirements.

Technical specifications for BYOD 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 Gladstone Park Secondary College, please ensure that it complies with the following specifications:

- Devices must have a minimum screen size of 11.3"
- Devices must operate with either Windows 10, Windows 11 or MacOSX (latest version)
- Have an advertised battery life of at least 8 hours
- Built-in camera
- Adequate internal storage capacity – 128Gb Minimum
- Adequate memory capacity – 8GB Minimum
- Identification of student details clearly labelled on the device for all students carrying their BYOD to school.

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- Bring an acceptable device that meets the minimum specifications listed in the BYOD Handbook and on the GPSC website.
- Ensure the device is charged every day and has sufficient battery power to work in all classes.
- Only charge their device at school if their charger has been tested and tagged by the IT Support Team.
- Have their device and charger labelled with their full name.
- Only take and share photographs/sound/video recordings when others are aware the recording is taking place and have been provided explicit consent as part of an approved lesson.
- Ensure that their device does not contain any inappropriate, offensive or illegal content.
- Only use their device for school related purposes while at school.
- Not connect their device using mobile data, hotspots, VPNs or any other internet source not provided by the school.
- Take full responsibility for the safety and security of their device.

Note: Gladstone Park Secondary College does not take responsibility for the loss or damage of personal items/devices.

Supports and services provided

Gladstone Park Secondary College provides IT support for students when the nature of the support involves connectivity with the school's networks. All other technical support, including hardware support, is the responsibility of the student and their family.

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 more information see the [Gladstone Park Secondary College BYOD & Online Safety Guide for Parents and Carers](#)

For students

What we expect

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

Be safe 	<i>At Gladstone Park Secondary College, we protect personal information and keep safe online.</i> We do this by: • Only charging your device at school if your charger has been tested and tagged by the IT Support Team. • Having your device and charger labelled with your full name. • Not connecting your device using mobile data, hotspots, VPNs or any other internet source not provided by the school. • Taking full responsibility for the safety and security of your device. • Keeping your password safe by never revealing it to anyone else and don't use login details that are not your own. • Protecting the privacy of yourself and others by never posting personal details or images without consent. • Handling technology with care and notifying a teacher if any of the school's technology is damaged. • Never unplugging a school device, even for the purpose of charging your own device.
Be respectful 	<i>At Gladstone Park Secondary College, we are kind and show respect to others when using technology.</i> We do this by: • Only taking and sharing photographs/sound/video recordings when others are aware the recording is taking place and have been provided explicit consent as part of an approved lesson. • Following all teacher instructions regarding the use of technology. • Respecting others and communicating with them in a supportive manner, never participating in online bullying. • Never causing malicious damage to any personal or school owned technology. • Abiding by copyright and intellectual property regulations. • Not bringing, downloading, displaying, saving, printing or transmitting any offensive or inappropriate material. Note: Teacher's work hours are 8:30am-4:30pm. Students should not be messaging teachers on Microsoft Teams outside of this time.
Be responsible 	<i>At Gladstone Park Secondary 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. • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools. • Ensuring a healthy balance between screen time and offline activities at school. • Bring an acceptable device that meets the minimum specifications listed in the BYOD Handbook and on the GPSC website.

- Ensure the device is charged every day and has sufficient battery power to work in all classes.
- Only use technology for school related purposes.
- Do not use online 'chat' facilities (except Microsoft Teams for school purposes) or social networking websites while at school.

Ask for help



At Gladstone Park Secondary College, 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](#).

Consequences

This Usage Agreement applies when digital devices and technologies are being used at school, for school directed learning and, during school excursions, at camps/extra-curricular activities and at home. Failure to follow this agreement can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- Removal of permission to use a device
- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges

In cases where a student has been responsible for damage to technology owned by the school or another student, the parent/carer of the student may be asked to pay for the damage to be repaired.