



Information for parents 2025

Our commitment to the responsible use of digital technology

At Yarrabing 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 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.

What we do






| | |
|--|---|
| | <p>We set clear expectations</p> <ul style="list-style-type: none"> • 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. |
| | <p>We teach appropriate conduct</p> <ul style="list-style-type: none"> • 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. |
| | <p>We partner with families</p> <ul style="list-style-type: none"> • 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. |
| | <p>We provide access to technology</p> <ul style="list-style-type: none"> • We provide access to educational software supplied by the Department Of Education for students to use. • We create student email accounts which are non-identifiable. |
| | <p>We supervise digital learning</p> <ul style="list-style-type: none"> • 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 |
| | <p>We take appropriate steps to protect students</p> <ul style="list-style-type: none"> • 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. |
| | <p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none"> • 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.

| | |
|---|---|
|  | <p>Establish clear routines</p> <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ○ 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. |
|  | <p>Restrict inappropriate content</p> <ul style="list-style-type: none"> ● 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). |
|  | <p>Talk about online safety</p> <ul style="list-style-type: none"> ● 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. |
|  | <p>Model responsible and balanced technology use</p> <ul style="list-style-type: none"> ● 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. |
|  | <p>Work with us</p> <ul style="list-style-type: none"> ● 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 and advice 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 website** provides [advice for parents](https://www.esafety.gov.au/parents) (<https://www.esafety.gov.au/parents>), and outlines available [counselling and support services](https://www.esafety.gov.au/about-us/counselling-support-services) (<https://www.esafety.gov.au/about-us/counselling-support-services>).

Laptop BYODD program at Yarrabing Secondary College



Yarrabing Secondary College operates a Bring Your Own Designated Device (BYODD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with **LWT (Learning With Technologies)** who offer lease or purchase of devices for our students.

We strongly recommend that you purchase a laptop through the [LWT Yarrabing BYODD Portal \(yarrabingsc.orderportal.com.au\)](http://yarrabingsc.orderportal.com.au). These devices have been tested to work with our network, come fully loaded with required software and are managed by our IT management system which keeps all software and security up to date. The devices also come with a 3 Year Onsite Standard Education Warranty which includes 1 Year warranty on the Battery and covers impact damage and liquid spills. If the unit is deemed uneconomical to repair due to damage, it will be replaced. We also recommend that you purchase a carry bag for the laptop.

As Yarrabing is a new school with what is considered a small enrolment, we have limited access to Education Department supplied IT support. This means, we do not have the staff capacity to install the Department of Education's official Windows Operating System (image) onto devices not purchased through our LWT portal.

The Department's OS (image) does not properly licence onto a device that is not purchased through our portal. **A device that is not purchased through our portal may not be able to properly connect to our school network and resources**, which is a major concern. The Department of Education's management tenant may not be compatible with devices other than the devices offered through LWT, which is a security issue and creates extra work for parents with the need to ensure that all security software is installed and updated regularly.

In school IT support available:

| | Laptop purchased via LWT Portal | Laptop NOT purchased from LWT Portal |
|--|---|---|
| Diagnose & repair hardware onsite | ✓ | ✗ Warranty would be voided |
| Reimaging devices if necessary | ✓ | ✗ |
| Assistance with operating system (e.g. windows issues) | ✓ | ✗ |
| Assistance with software issues | ✓ | ✗ |
| Automatic installation of software and reinstallation if necessary | ✓ | ✗ |
| Support with wireless network issues | ✓ | ✓ |

Security and updating requirements

For any business or institution, connecting devices that are not managed by the business/institute to the IT network brings security risks with it. Many businesses do not allow employees to connect their personal devices on their IT network due to the security risks created.

The difference in responsibility for security and updating requirements are shown in the table below.

| | Laptop purchased via LWT Portal School manages all these tasks | Laptop NOT purchased from LWT Portal |
|---|--|--|
| Parents ensure operating system has updates installed | ✗ | ✓ |
| Parents install antivirus and malware software | ✗ | ✓ |
| Parents ensure antivirus and malware updates are installed | ✗ | ✓ |
| Parents ensure antivirus and malware scans are run at least once a week | ✗ | ✓ |
| Parents install NAPLAN browser software before NAPLAN is undertaken. | ✗ | ✓ |
| Parents download and install required software programs | ✗ | ✓ |
| Parents ensure hardware or software issues are resolved | ✗ | ✓ |
| Parents ensure any warranty issues are resolved under warranty | ✗ | ✓ |

If a device has been identified as bringing malware or viruses onto the Yarrabing network, that device will have network access removed.

Minimum Specifications for devices are:

- **Windows 11 Pro/Education 22H2** (Windows 11 S & Windows 11 Home not compatible)
- Intel Celeron N100/AMD Equivalent
- 8GB DDR4/DDR5 RAM
- 128GB m.2 Solid State Drive (SSD)
- 802.11ac (Wi-Fi)
- 3.5mm Headphone jack (for NAPLAN)

Chromebooks will not be supported.

We strongly recommend that you purchase and use one of the LWT laptops from the portal, to ensure your child is not disadvantaged by incompatibilities from a device you've provided and you are not required to manage the device yourself.

Supports and services provided

Yarrabing Secondary College will provide the following technical support services for personal devices brought to school:

- Support to access software supplied by the Department of Education
- 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.



Student Technology Acceptable Use Agreement

Yarrabing Secondary College uses the internet and digital technologies as tools for teaching and learning. We view the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly to prevent distraction, offence or harm.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students must do the right thing by themselves and others online, even when no one is watching.

Yarrabing Secondary College does not consider positive behaviour with digital technologies as an additional expectation but as a natural part of our school values and existing framework for school-wide positive behaviour.

This Acceptable Use Agreement outlines student behavioural expectations regarding the safe, intentional and responsible use of digital technologies

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.

<https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians>

WHEN BRINGING A LAPTOP TO SCHOOLS:

Students must ensure that:

- the laptop is fully charged each morning as laptop cables in a classroom can pose a tripping and falling hazard.
- the laptop is carried with appropriate care in a carry case and stored in a locked locker when not in use
- any physical device damage is immediately reported and if necessary, repaired
- the laptop and any peripherals are clearly labelled with the student's name and class
- appropriate warranties are held for the device as the school has no insurance for theft or damage of devices.

Students and parents:

- understand that devices are brought to school at the user's own risk with no responsibility taken by the school.
- obtain repairs or replacements at their own expense should any damage or theft occur at school,
- understand and accept that the school has the right to check work or data on the school's computer network, email and internet to ensure student safety and appropriate behaviours.

EXPECTATIONS WHEN USING DIGITAL TECHNOLOGIES



At Yarrabing Secondary College, when using digital technologies, we expect our students to display our school values:

| | |
|--|---|
| The word 'Respect' is written in white on a dark blue background. Below the text is a stylized white 'Y' logo with a sunburst effect, similar to the school's logo. <p>Respect</p> | <p>Be respectful and kind when using technology</p> <p>We do this by:</p> <ul style="list-style-type: none">• 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• not sharing others' personal information online• never sharing inappropriate material with others• never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or staff member of the school. |
| The word 'Responsibility' is written in white on a dark blue background. Below the text is a stylized white 'Y' logo with a sunburst effect. <p>Responsibility</p> | <p>Demonstrate integrity by handling technology with care and following the school rules.</p> <p>We do this by:</p> <ul style="list-style-type: none">• leaving our phones switched off and in our lockers during school hours• handling devices with care and not interfering with school network or security settings, other people's work, or devices we don't own• saving our work in Google Drive so that it is safely stored• 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 creating or sharing viruses or other malicious software on purpose• 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 by not using devices during recess and lunch. |
| The words 'High Expectations' are written in white on a dark blue background. Below the text is a stylized white 'Y' logo with a sunburst effect. <p>High Expectations</p> | <p>Protect personal information and keep safe online</p> <p>We do this by:</p> <ul style="list-style-type: none">• not sharing my password or using someone else's username or password• logging out of our devices when they are not in use• restricting personal information we post online, including images and videos• changing social media privacy settings to only share only with certain people• being careful about the digital footprint we are creating for ourselves• educating ourselves about how to be safe online. |
| The word 'Collaboration' is written in white on a dark blue background. Below the text is a stylized white 'Y' logo with a sunburst effect. <p>Collaboration</p> | <p>Work in a collaborative manner and ask for help if I feel unsure or see something inappropriate.</p> <p>We do this by:</p> <ul style="list-style-type: none">• following teacher instructions about use of digital devices• using school digital equipment appropriately so that it remains available for others to use• talking to a teacher or a trusted adult if we:<ul style="list-style-type: none">○ feel uncomfortable or unsafe○ receive inappropriate material from someone○ see others participating in unsafe, inappropriate, or hurtful online behaviour○ notice any damage to school technologies○ 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](#).

Student Technology Acceptable Use Agreement

Completed via Google Form and a copy of the completed form is emailed to students.
A copy of this agreement is available on our website and on Compass.



WHEN BRINGING A LAPTOP TO SCHOOL

Students must ensure that:





- the laptop is fully charged each morning as laptop cables in a classroom can pose a tripping and falling hazard.
- the laptop is carried with appropriate care in a carry case and stored in a locked locker when not in use
- any physical device damage is immediately reported and if necessary, repaired
- the laptop and any peripherals are clearly labelled with the student's name and class
- appropriate warranties are held for the device as the school has no insurance for theft or damage of devices.

Students and parents:

- understand that devices are brought to school at the user's own risk with no responsibility taken by the school.
- obtain repairs or replacements at their own expense should any damage or theft occur at school,
- understand and accept that the school has the right to check work or data on the school's computer network, email and internet to ensure student safety and appropriate behaviours.

WHEN USING DIGITAL TECHNOLOGIES AT SCHOOL

At Yarrabing Secondary College we expect our students to display our school values when using digital technologies. Students agree to:

| | |
|--|--|
| <p>Respect</p>  | <input type="checkbox"/> Be respectful and kind when using technology |
| <p>Responsibility</p>  | <input type="checkbox"/> Demonstrate integrity by handling technology with care and following the school rules. |
| <p>High Expectations</p>  | <input type="checkbox"/> Protect personal information and keep safe online |
| <p>Collaboration</p>  | <input type="checkbox"/> Work together in a collaborative manner and ask for help if I feel unsure or see something inappropriate. |

WHEN USING DIGITAL TECHNOLOGIES AT SCHOOL,

- I understand and commit to uphold the expectations of me as a student at Yarrabing Secondary College when using digital technology.
- I will continue to learn about how to use digital technology in a safe and responsible way.
- I will do my best to display the school values when using digital technologies

Student Technology Acceptable Use Agreement

Parent/carer acknowledgement



Completed via Google Form and a copy of the completed form is emailed to students.

A copy of this agreement is available on our website and on Compass.

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