








## BHS Digital Technology - Acceptable Use Agreement

### Information for parents



#### Our commitment to the responsible use of digital technology

At Belmont High School 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.

	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"><li>• We have clear expectations about appropriate conduct using digital technologies.</li><li>• Our <a href="#">Mobile Phone Policy</a> outlines our school's expectations relating to students using mobile phones during school hours.</li><li>• We have clear and appropriate consequences when students breach these expectations, in line with our <a href="#">Student Wellbeing and Engagement Policy</a>.</li></ul>
	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"><li>• 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. Belmont High School engages in School-Wide Positive Behaviour Supports with our staff and students, this includes programs and resources such as:<ul style="list-style-type: none"><li>○ Respectful Relationships</li><li>○ Safe Schools</li><li>○ eSmart (Alannah &amp; Madeline Foundation)</li><li>○ eSafety Commissioner: Online safety</li></ul></li></ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"><li>• 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.</li></ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"><li>• We provide access to educational software for students to use.</li><li>• We create student email accounts which are non-identifiable.</li></ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"><li>• We supervise students using digital technologies in the classroom, consistent with our duty of care.</li><li>• We use clear protocols and procedures to protect students working in online spaces</li></ul>








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	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• We may access and monitor messages and files sent or saved on our network, if necessary and appropriate.</li></ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• We refer suspected illegal online acts to the police.</li></ul>

## 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><b>Establish clear routines</b></p> <ul style="list-style-type: none"><li>• 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"><li>○ Requiring devices to be used in a common area, such as a living room or study area</li><li>○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li></ul></li></ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"><li>• Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.</li><li>• Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</li></ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"><li>• Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.</li><li>• Encourage your child to talk to you or another trusted adult if they feel unsafe online.</li></ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"><li>• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*</li><li>• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</li></ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"><li>• Let your child's House Leader know about concerns you have regarding their technology use</li><li>• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</li></ul>



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**\*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/carers and students

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](#). <https://www.esafety.gov.au/parents> For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#) <https://www.esafety.gov.au/young-people>, and outlines available [counselling and support services](#).

## Personal devices at Belmont High School

Belmont High School operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with JB Hi-Fi who offer discounted prices for the lease or purchase of devices for our students.

### Technical specifications for BYOD devices

At Belmont High School, we proudly support a diverse range of devices from all manufacturers. However, to ensure compatibility with the software and applications essential for classroom learning, students are required to use either a Windows laptop or an Apple MacBook. Please note that Android tablets, Apple iPads and Chromebooks are not recommended as they lack compatibility with certain required applications utilised in our curriculum. We ask that all student BYOD devices be fully functional and in good working condition to support a seamless learning experience.

### 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
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

### Supports and services provided

Belmont High School will provide the following technical support services for personal devices brought to school:

- Support to access software
- 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 strongly 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 Belmont High School IT Department via 03 5243 5355 or email: [it-support@bhs.vic.edu.au](mailto:it-support@bhs.vic.edu.au)






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### For students

#### What we expect

Below are our expectations of students at Belmont High School when using digital technologies. These expectations are aligned with our Belmont High School values of Respect, Opportunity and Resilience.

#### Our Values

 <p>Respect</p>	<p><b><i>At Belmont High School, we are kind and show respect to others when using technology and follow the school rules.</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Acting with kindness and never bullying or impersonating others online.</li><li>• Thinking about how our words might make others feel before we say or write them.</li><li>• Only taking photos or recordings of others when they are aware and have given us permission to do so.</li><li>• Seeking permission before sharing others' information online.</li><li>• Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or staff member.</li></ul>
 <p>Opportunity</p>	<p><b><i>At Belmont High School, we use technology in positive ways to support our learning.</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.</li><li>• Following the terms and conditions of any digital tool we use.</li><li>• Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.</li><li>• Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.</li><li>• Turning off and securely storing our mobile phone during school hours.</li><li>• Ensuring a healthy balance between screen time and offline activities at school.</li></ul>
 <p>Resilience</p>	<p><b><i>At Belmont High School, we protect personal information and keep safe online; and we also ask for help if we feel unsure or see something inappropriate.</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Not sharing our password or using someone else's username or password.</li><li>• Logging out of our devices when they are not in use.</li><li>• Restricting the personal information we post online, including images and videos.</li><li>• Talking to a teacher or a trusted adult if:<ul style="list-style-type: none"><li>○ We feel uncomfortable or unsafe.</li><li>○ We see others participating in unsafe, inappropriate, or hurtful online behaviour.</li><li>○ We notice any damage to school technologies.</li><li>○ We need help understanding about a digital tool or how it can be used.</li></ul></li></ul>



# BHS Digital Technology - Acceptable Use Agreement

## Agreement / Acknowledgement

- Students will be required to read through this agreement and sign digitally
- Parents will be asked to read through and acknowledge the agreement as part of a Compass Notification (see steps below to access)



### Student Agreement

I understand and commit to uphold the Belmont High School values when using digital technology. I will do my best to show our values:

**Respect** – Showing kindness and respect to others when using technology and follow the school rules.

**Opportunity** – Using technology in a positive way to support learning.

**Resilience** – Protecting personal information and keeping safe online; and asking for help if feeling unsure or see something inappropriate.



### Parent/carer Acknowledgement (to be completed online via Compass – see instructions below)

I/we have discussed this agreement with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. I/we understand that a breach of this agreement will be followed up by the school.



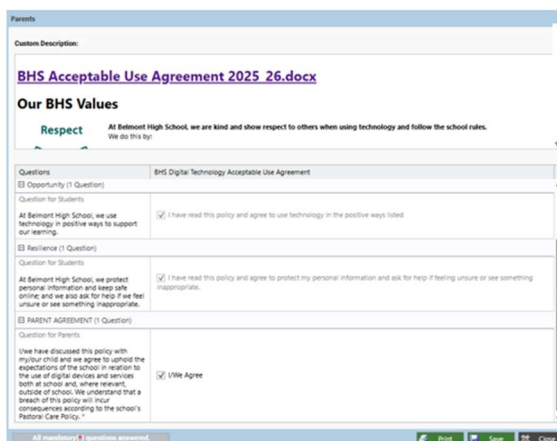
Compass  
Access  
instructions



The BHS Acceptable Use Agreement can be found on your student's profile on Compass



Select the BHS Digital Technology Acceptable Use Agreement



Access a copy of the full agreement by clicking on this link (including useful parent supports)

Students will read through this agreement with their Form Group Teacher and sign in class

Parent Agreement checkbox  
Click to Save and Submit