Fairhills High School

2026
Digital Technology

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Empowering our community to be
curious, creative and confident learners.

Information in this handbook is correct as of 04/12/2025

Our commitment to the responsible use of digital technology

At Fairhills 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.

What we do

	We set clear expectations • We have clear expectations about appropriate conduct using digital technologies. • Our **Mobile Devices Policy** outlines our school's expectations relating to using mobile devices. • We have clear and appropriate consequences when students breach these expectations, in line with our **Student Wellbeing and Engagement Policy**.
	We teach appropriate conduct • In line with legislative requirements, we teach our students to be safe and responsible users of digital technologies, including age-appropriate instruction on important digital issues.
	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. This includes, but is not limited to Edrolo, Education perfect, Essential Assessment and electronic textbooks. • We use the Department of Education student email accounts.
	We supervise digital learning • We monitor students using digital technologies in the classroom, consistent with our duty of care responsibilities. • We use clear protocols and procedures to protect students working in online spaces.
	We take appropriate steps to protect students • We provide a filtered school network internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to act and report 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 serious illegal online acts to the police and the eSafety Commissioner when needed.

How parents and carers can help

Learning about technology and its impacts does not stop at the school gate. Below are our suggestions for ways parents/carers can support their 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:
	   ○ devices to be used in a common area, such as a living room or study area.
	   ○ Set up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	   ○ Limit recreational screentime to no more than 2 hours per day and not after 9pm.

	Restrict inappropriate content • Use built-in parental controls on devices, streaming services and apps to help manage their device access and restrict inappropriate content according to censorship ratings. • Enforce the age-restricted social media platforms, preventing students under the age of 16 from creating or keeping an account. • Consider restricting the use of apps with addictive game mechanics e.g. rewards, badges and 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 age-appropriate 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 device use in your own daily routine to set a good example for your child.
	Work with us • Let your child's Team Leader know about concerns you have regarding their technology use.

> *** 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 and responsible use of digital technologies at home, the eSafety Commissioner provides **advice for parents**, and outlines available **counselling and support services**.

BYOD at Fairhills High School

Fairhills High School operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase a device through Learning with Technologies or supply a device for their child to bring to school.

Technical specifications for BYOD

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 Fairhills High School, please ensure that it complies with the following specifications:

Windows Based Laptop Requirement

Parts	Specification
Processor	Minimum: Intel Core i3 or AMD Ryzen (or equivalent)
	Recommended: Intel Core i5/i7 or AMD Ryzen 5/7
Wi-Fi	Compatible with 802.11ac/ax (Wi-Fi 6 ready)
Battery Life	Recommended: 8 to 12 hours (Minimum: 6 Hours)
Memory	Recommended: 16GB (Minimum: 8GB)
Warranty	3 years recommended.
Screen Size	13 Inch or higher recommended.
Operating System	Windows 11
Hard Drive	Recommended: 512GB SSD (Minimum: 256GB SSD)

Apple (MAC) based Laptop Requirement

Parts	Specification
Processor	Apple M2 or M3
Memory	Recommended: 16GB (Minimum: 8GB)
Warranty	AppleCare 2 Year Warranty recommended.
Screen Size	13 Inch or higher recommended.
Operating System	macOS Sequoia or higher
Hard Drive	Recommended: 512GB SSD (Minimum: 256GB SSD)

Supports and services provided

Fairhills High School will provide the following technical support services for BYOD brought to school:

- Support documentation to download Office 365 and access Google drive
- Connecting devices to the school internet network
- 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 that are not purchased through LWT. If the device is not purchased through LWT, 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 Fairhills High School on 9758 5022 or via email on fairhills.hs@education.vic.gov.au

Behavioural Expectations - BYOD

When bringing a BYOD to school, students must ensure:

- Their laptop device is fully charged for school every day and understand that power cords should be left at home.
- Keep their mobile devices in their locker for the duration of the school day, including recess and lunchtime, in accordance with the school and department mobile device policy.
- Carry their laptop in a case or sleeve that is thin line in accordance with the school bag policy.
- Open their device in class when instructed by their teacher.
- Place their device within the designated area on entry to the classroom.
- Not to reveal their password to anyone except the IT technicians.
- Not to interfere with the network security, the data of another user or attempt to log into the network with a username or password of another student.
- Not to use any software to bypass the school's content filtering e.g. VPN, Psiphon.
- Be a safe, responsible and ethical user of their device and the school's devices.
- Only use the internet for educational purposes as instructed by the classroom staff.
- They use intellectual property/content on the internet appropriately e.g. not plagiarise.
- Appropriate use of AI technology, in line with teacher guidelines.
- Take responsibility and understand the terms and conditions of websites, online communities and be aware of their digital footprint.
- Never participate in online bullying or harassment of others, including forwarding messages, posting photos without consent and supporting others in harmful, inappropriate or hurtful online behaviour.
- Ask for clear verbal consent from individuals before taking photos, recording sound or videoing of them (including teachers).

In caring and maintaining the BYOD, Parents and Carers must ensure that they:

- Maintain settings for virus protection, spam and filtering that have been set as a departmental standard.
- Understand that LWT devices and batteries are covered by a manufacturer's warranty and that it covers manufacturer's defects and normal use of the device, but not negligence, abuse or malicious damage.
- Have the responsibility to repair the BYOD if not purchased through LWT.
- Be required to replace lost or damaged chargers.

Students Expectations

What we expect

Below are our expectations of students at Fairhills High School when using digital technologies.

Be safe	**At Fairhills High School, we protect personal information and stay 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 personal information posted online, including images and videos. • Not using age-restricted social media platforms
Be respectful	**At Fairhills High School, 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 communicate online. • Asking permission from individuals before taking photos, recording sound or videoing of them (including teachers). • Seeking clear verbal or written consent before sharing others' information online. • Never using a generative AI tool to upload or generate inappropriate images including of students, parents and staff.
Be responsible	**At Fairhills High School, we are honest, handle technology with care and follow the school rules.** We do this by: • Ensuring that laptop devices are fully charged for school every day. • Keeping mobile devices in designated lockers for the school day, including recess and lunchtime, in accordance with the school and department mobile device policy. • Handling devices with care by carrying laptops in a case or sleeve. • Not downloading or using VPNs. • Not interfering with school-managed network or security settings, other people's work, or devices not personally owned. • Not accessing or playing games during class time unless instructed by the teacher for educational purposes. • Only opening devices in class when instructed by the teacher. • Following the terms and conditions of any digital tools or applications. • Always referencing where information had been sourced including use of AI tools.
Ask for help	**At Fairhills High School, 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: • Feeling uncomfortable or unsafe. • Seeing others participating in unsafe, inappropriate, or hurtful online behaviour. • Noticing any damage to school technologies. • Needing help understanding about a digital tool or how it can be used.

Support for students

For useful information to help students stay safe online, the e-Safety Commissioner provides information for young people, and outlines available counselling and support services.

Students are encouraged to speak with their parents or teachers if they don't understand what it means, or if they have questions they would like to discuss.

Next step – parent/carer consent

Parents/carers are required to complete the agreement acknowledgement through the **Digital Technologies Agreement** event on Compass. This must be submitted by **Week 3, Term 1 (Monday) at 4pm**.

Please note: If the Digital Technologies Agreement is not completed by the due date, student devices will be **deactivated from the school internet network** until consent is received.