



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Head of Year who can arrange an interpreter.

1. Purpose & Rationale

This policy sets out the expectations we hold for students, and the commitments we make to students, parents and carers, regarding the responsible, safe and effective use of digital technologies at Sandringham College, including our Bring Your Own Device (BYOD) program. This policy should be read in conjunction with our Artificial Intelligence Responsible Use Policy (SC-SM-12), Bullying and Wellbeing and Engagement policies.

All students, and their parents/carers, are required to read this policy and complete our Acceptable Use Agreement (AUA) upon enrolment, and annually thereafter, as a condition of accessing digital technologies at the College.

This policy and the Acceptable Use Agreement have been developed with reference to the Department of Education's Digital Learning policy and Digital Technologies – Responsible Use policy, and are reviewed every two years in consultation with our school community, as required under Child Safe Standard 10.

2. Scope

This policy applies to all students at Sandringham College, and their parents/carers. It covers the use of digital technologies, including the internet, personal (BYOD) devices, school-provided software whether accessed at school, on excursions and camps, at extra-curricular activities, or at home for school-related work.

This policy does not apply to mobile phones, which are governed by the College's Mobile Phone Use at School Policy.

3. Definition

For the purpose of this policy:

- **Digital technologies** means digital devices, tools, applications and systems that students and teachers use for learning and teaching, including Department-provided software and locally sourced devices, tools and systems, but excluding mobile phones.
- **Bring Your Own Device (BYOD)** refers to Sandringham College's program under which students bring a personally purchased or leased laptop to school each day for use during class time.
- **Acceptable Use Agreement (AUA)** means the agreement completed by students and their parents/carers, setting out the behavioural expectations for using digital technologies at Sandringham College.
- **Device-free learning time** means planned periods of a lesson or learning sequence in which students learn without a digital device, as required under the Department's Digital Learning policy and the Victorian Teaching and Learning Model 2.0 (VTLM 2.0).

4. Policy Goals

To ensure that all students and their parents/carers understand:

- the College's commitment to the safe, responsible and effective use of digital technologies
- the College's BYOD program, and the technical requirements for personal devices
- how parents and carers can support safe and responsible technology use at home
- the process for completing and returning the Acceptable Use Agreement
- the consequences for breaches of this policy.
- how digital devices are used intentionally in our teaching and learning program, including planned device-free learning time
- how expectations for the use of artificial intelligence as permitted by the Victorian Curriculum and specific VCE Study Designs will be implemented and monitored.

5. Implementation

5.1. Our commitment and what we do

At Sandringham College we are committed to building a culture of respect and responsibility in the way we use technology and interact online. We teach our students about responsible digital behaviours, support them to develop the digital skills they need to make a positive impact in the world, and are intentional and discerning about how we integrate digital tools into the curriculum.

We do this by:

- having clear expectations about appropriate conduct using digital technologies, and clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy (SC-SM-09)
- teaching our students to be safe, responsible and discerning users of digital technologies, with age-appropriate instruction on cybersafety, cyberbullying, online privacy, and intellectual property and copyright, delivered through our curriculum and pastoral care program
- supporting parents and carers to understand safe and responsible use of digital technologies, and the strategies they can use at home, through regular newsletter updates and annual information sheets
- providing access to technology, including licensing every student for Microsoft Office 365, Adobe Creative Cloud, and up-to-date antivirus software, free from the eduSTAR catalogue, and creating student email accounts which are non-identifiable
- supervising and supporting students using digital technologies in the classroom, consistent with our duty of care and positive classroom routines and restricting classroom use of digital technologies to specific activities with targeted educational aims
- planning digital device use intentionally across our teaching and learning program, including planned device-free learning time, consistent with the Department's Digital Learning policy and the Victorian Teaching and Learning Model 2.0 (VTLM 2.0)
- only using digital tools that have been assessed through the Department's Safer Technologies 4 Schools (ST4S) program and that do not duplicate a Department-provided technology
- using clear protocols and procedures to protect students working in online spaces, including reviewing the safety and appropriateness of online tools and removing offensive content at the earliest opportunity
- providing a filtered internet service to block access to inappropriate content, and monitoring and, where necessary and appropriate, accessing messages and files sent or saved on our network. Information collected through monitoring is handled in accordance with the Victorian Schools' Privacy Policy and the Privacy and Data Protection Act 2014 (Vic)
- working to prevent, respond to, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety, and referring suspected illegal online acts to the relevant law enforcement authority.

- reviewing this policy and our Acceptable Use Agreement at least every two years in consultation with our school community, and publishing them on the College website, as required under the Department's Digital Learning policy and Child Safe Standard 10.

5.2. How parents and carers can help

We encourage parents and carers to support their child's safe and responsible use of digital technology at home by:

- establishing clear routines for when, where and how digital devices can be used at home, keeping rules age-appropriate and consistent
- using built-in parental controls on devices and apps to help manage access and restrict inappropriate content
- talking with their child about protecting personal information, recognising online scams, adjusting privacy settings, and age restrictions on social media
- encouraging a healthy balance between screen time and offline activities, and modelling this balance in their own daily routine
- keeping in touch with their child's Head of Year or Year Level Leader about any concerns regarding technology use.
- understanding that, since 10 December 2025, Australian law requires age-restricted social media platforms to take reasonable steps to prevent under-16s from holding accounts. The obligation sits with the platform – no penalty applies to a young person or their family – and the eSafety Commissioner publishes advice for families at esafety.gov.au on supporting a child through the loss of an account.

Australia's physical activity and sedentary behaviour guidelines recommend no more than 2 hours of sedentary recreational screen time per day for children aged 5–17, avoiding screen time in the hour before sleep, and keeping screens out of the bedroom (Department of Health, health.gov.au). The eSafety Commissioner also provides advice for parents and outlines available counselling and support services at esafety.gov.au.

5.3. Personal devices at Sandringham College (BYOD)

Sandringham College operates a Bring Your Own Device (BYOD) program. Students are required to bring their own purchased or leased laptop to school each day for use during class time. Sandringham College does not support the use of iPads, tablets or Chromebooks for learning – Windows or Mac laptops only.

The College has a special arrangement with JB Hi-Fi, a local computer store, which offers discounted prices for the lease or purchase of laptops for our students. Parents/carers are welcome to source the best option and price for purchasing a device elsewhere.

5.3.1. Technical specifications for BYOD devices

Before purchasing a device, please ensure it meets the following minimum recommendations:

- Device type: Windows or Mac laptop only (no iPads, tablets or Chromebooks)
- Weight: under 1.5kg
- CPU: Intel Core i5 / AMD Ryzen 5 / Apple M-series or equivalent
- Screen size: 13 inches or larger
- RAM: 8GB minimum (16GB recommended for Visual Communication Design, Media and Computing students using Adobe Creative Cloud)
- Storage: 256GB Solid State Drive minimum
- Battery life: six hours minimum
- Wireless: dual-band Wi-Fi (2.4GHz / 5GHz)

- Highly recommended: up-to-date security software and the latest Microsoft Office, both free from the eduSTAR catalogue, a protective carry case, and personal insurance for accidental damage.

These minimum specifications can be met by a device costing no more than \$980 (including GST – Goods and Services Tax), consistent with the Department's Digital Learning policy. This figure refers to the base cost of the device only and does not include a case, warranty, insurance, software or accessories. The Department reviews the threshold each year and publishes any change by 30 June.

- Students undertaking senior secondary subjects with a clear learning benefit from a more advanced device – including Visual Communication Design, Media, Art Creative Practice and Computing – may be advised of a higher recommended specification. This is a recommendation only, and the College will ensure these students can meet all course requirements using a device at or below the standard specification, or using College equipment.

5.3.2. Behavioural expectations – personal devices

In addition to the student behavioural expectations set out below, when bringing a personal device to school, students must ensure that it:

- is fully charged each morning
- is brought to school in a protective case
- is stored securely in their locker when not in use
- is handled with care, with any damage or fault reported to a teacher promptly
- is only accessed in class when instructed by the classroom teacher to do so.

5.3.3. Supports and services provided

Sandringham College will provide the following support for personal devices brought to school:

- support to access Microsoft Office 365, Adobe Creative Cloud and antivirus software
- connecting devices to the school's internet
- providing student log-in credentials to access the school's network, including a school email account.

Please note that our school does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Sandringham College has arrangements in place to support families experiencing long- or short-term hardship to access a laptop for schoolwork, including loan devices in certain circumstances, and can refer families to government or community support programs. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College on 8599 0500.

5.4. Student behavioural expectations

The expectations below apply when digital devices and technologies are used at school, for school-directed learning, on excursions and camps, at extra-curricular activities, and at home.

5.4.1. Be safe – protecting personal information and keeping safe online

Students are expected to:

- not share their password, or use someone else's username or password
- log out of their devices when they are not in use
- restrict the personal information they post online, including images and videos

- review the terms and conditions of any digital or online tool they use (e.g. age restrictions, parental consent requirements), and ask a trusted adult if anything is unclear
- only access their device in class when instructed by the classroom teacher to do so.

5.4.2. Be respectful – kind and respectful use of technology

Students are expected to:

- act with kindness and never bully or impersonate others online
- think about how their words might make others feel before they say or write them
- only take photos, or sound and video recordings of others when they are aware and have given permission to do so
- seek permission before sharing others' information online
- never use a generative artificial intelligence (AI) tool to upload or generate images of a student, parent or teacher, or to create altered, sexualised or 'deepfake' images, audio or video of any person. Creating or sharing this material may be a criminal offence and will be treated as a child safety incident. Further expectations are set out in our Artificial Intelligence Responsible Use Policy (SC-SM-12)
- not share or post links to video conferencing meetings publicly, offline or online.

5.4.3. Be responsible – honesty, care and following school rules

Students are expected to:

- handle devices with care, and not interfere with the school-managed network or security settings, other people's work, or devices they don't own
- only use digital devices in class for the specific learning activity when instructed by their teacher
- not use digital devices at recess or lunchtime, except to complete assigned homework or as part of a teacher-supervised activity
- follow the terms and conditions of any digital tool they use, and complete any required registration process
- not download or use unauthorised or inappropriate programs, including games
- not use a Virtual Private Network (VPN), hotspot or tethering from a mobile phone, or any other technology to bypass the school's internet content filtering
- not use technology to cheat or steal, and always acknowledge when they use information sourced from others or generate content using AI tools, in line with copyright and intellectual property requirements
- only use artificial intelligence tools (as permitted by the Victorian Curriculum and specific VCE Study Designs) when their teacher has approved them for a task and acknowledge that use in the way their teacher requires, consistent with our Artificial Intelligence Responsible Use Policy (SC-SM-12). For VCE assessment tasks this includes completing the artificial intelligence section of the SAC Cover Sheet declaration
- not use age-restricted social media when under 16 years old, except to access appropriate content available without an account
- ensure a healthy balance between screen time and offline activities at school
- only access their digital device in class when instructed by the classroom teacher to do so.

5.4.4. Ask for help – speaking up when unsure or concerned

Students are expected to talk to a teacher or a trusted adult if:

- they feel uncomfortable or unsafe

- they see others participating in unsafe, inappropriate or hurtful online behaviour
- they notice any damage to school or personal technologies
- they need help understanding a digital tool or how it can be used.

5.5. Completing the Acceptable Use Agreement

As a condition of enrolment, and annually thereafter, all students and their parents/carers are required to confirm that they have read, understood and agree to uphold the expectations set out in this policy. Students are encouraged to speak with their parents/carers or teachers before completing the agreement if there is anything they don't understand. Completion of an Acceptable Use Agreement will be via Compass upon enrolment or at any time that there is a change to details outlined in this policy.

5.6. Breaches and consequences

Breaches of this policy will be managed consistent with our Student Wellbeing and Engagement Policy (SC-SM-09) and Bullying Prevention Policy, and may result in consequences including removal of network, email, internet or printing privileges, depending on the severity of the breach. Where inappropriate behaviour occurs outside school hours, the College may work with parents/carers to refer matters to the appropriate authorities, including the eSafety Commissioner and/or Victoria Police.

Incidents involving image-based abuse, sexual extortion or AI-generated sexual images of a student or staff member will be treated as child safety incidents and managed under the Child Safe Standards (Ministerial Order No. 1359) and the Department's PROTECT Four Critical Actions for Schools. This material can be reported to the eSafety Commissioner at esafety.gov.au/report.

6. Communication

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- other online parent/carer/student communication method
- reminders in our school newsletter
- discussed in student forums
- included in staff handbook/manual
- discussed at staff briefings/meetings as required
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.

Views on this policy have been invited from the whole school community including:

- parent/carers
- teachers and other school staff
- students

7. References

- Sandringham College Digital Technologies Policy (SC-SM-04)
- Sandringham College Student Wellbeing and Engagement Policy (SC-SM-09)
- Sandringham College Artificial Intelligence Responsible Use Policy (SC-SM-12)
- Sandringham College Bullying Prevention Policy
- Sandringham College Mobile Phone Use at School Policy

- Sandringham College Acceptable Use Agreement
- Department of Education (Victoria) – Digital Learning in Schools policy
- Department of Education (Victoria) – Digital Technologies – Responsible Use policy
- Department of Education (Victoria) – Child Safe Standards policy (Ministerial Order No. 1359)
- Department of Education (Victoria) – Mobile Phones – Student Use policy
- Department of Education (Victoria) – Privacy and Information Sharing policy
- Department of Education (Victoria) – Information Security policy
- Department of Education (Victoria) – Software and Administration Systems policy (Safer Technologies 4 Schools)
- Department of Education (Victoria) – Parent Payments policy
- Sandringham College VCE/VCAL Handbook 2026 and SAC Cover Sheet declaration
- Victorian Schools' Privacy Policy and Privacy and Data Protection Act 2014 (Vic)
- eSafety Commissioner – advice for parents and carers, and social media minimum age information
- Australian 24-Hour Movement Guidelines for Children and Young People (5–17 years)

8. Monitoring & Review

This policy was developed in August 2026. Please refer to the Sandringham Policy Schedule for the next review date.

9. Approval

Policy Number	SC-SM-13	Last Approval Date	September 2026
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Principal	Next Review Date	September 2028
Review Frequency	Document Availability	Policy Delivery	
☐ 1 Year ☒ 2 Years ☐ 3 Years ☐ As Required ☐ n/a	☐ College Website ☐ Student Compass ☒ Parent Compass ☒ Staff Compass ☐ Staff Information Drive ☒ Enrolment Pack	☒ Annual Staff Meeting ☐ Annual Parent Meeting ☐ Annual Student Meeting ☐ Annual School Assembly ☐ Staff Handbook/Manual ☒ Staff Briefing ☒ Student Enrolment Process ☒ Compass/website	