



# Parent/Student Laptop Information Pack

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## New Student

Auburn High School

Year 2026

# Student 1 to 1 Laptop Program

Dear student (and family),

Welcome to Auburn High School! We are looking forward to welcoming you into our community and supporting you as you continue your learning journey.

At our school, the **Student 1 to 1 Laptop Program** is an essential component of our teaching and learning program. Depending on the ICT practices of your previous school, you may have already experienced how your classroom learning can be enriched using technology, or this may be new to you. We are excited to work with you as you strengthen your knowledge of how your device can be used to enhance your success and productivity in your studies. As part of this, we've made this guide to help you, and your family decide on the most appropriate device to support your learning.

Auburn High School collaborates closely with our laptop supplier to offer a purchasing portal that enables families to acquire a preferred device for student use. These devices are specifically designed for educational purposes and are not available in retail stores.

Included in this guide is information about the school's Student 1 to 1 Laptop Program, and how laptops will be utilised while you are at school:

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Should you have any queries or questions regarding the **Student 1 to 1 Laptop Program**, please do not hesitate to contact the school IT Team on 03 9822 3247 or email at: [it@auburnhs.vic.edu.au](mailto:it@auburnhs.vic.edu.au) for further information.

We look forward to meeting you and helping you to set up your laptop very soon.



**Mr. Ross Pritchard**

**Principal | Auburn High School**

# Option One – School-Managed Device (Recommended)

## Purchasing of a School-Managed Device from the School Laptop Supplier Portal

*Auburn High School is committed to the effective implementation of a Student 1 to 1 Laptop Program for all students and highly recommends this option.*

Below is a list of benefits to consider when purchasing a School-Managed Device:

- **Comprehensive IT Support:** Devices receive full support from the school IT Team.
- **Repair and Warranty Management:** The school IT Team will handle any warranty and insurance-covered repairs on behalf of our students, as well as provide technical support and advice.
- **Managed Software and Troubleshooting:** Imaging, software deployment, and application troubleshooting are fully managed by the school.
- **Enhanced Warranty Coverage:** Selected devices include an upgraded three-year Onsite Standard Education Warranty (Selected Model), covering damage from impact and liquid spills, ensuring all necessary repairs are completed onsite at the school. During the repair period, students will be provided with a school-owned loan laptop.
- **Extended Battery Life:** Where possible, batteries are upgraded or have their warranties extended to maximize the device's lifespan throughout the school day.

This option provides families with flexibility and choice while supporting the maintenance of consistent and orderly teaching and learning environment for all students.

The School Laptop Supplier Portal allows parents/carers to choose from a range of payment options and financing, including a \$100 deposit Lay-by, Credit Card, and 12-month interest-free Once Credit.

All purchases will be delivered to the school, imaged, and prepared for the school network by our IT Team. The **Acceptable Use Agreement: School-Managed Device** included in this pack, outlines the school's policies for laptop and network usage.

The school must receive a signed **Acceptable Use Agreement: School-Managed Device** before distributing your child's laptop and granting access to the school's network.

We ask that you take the time to familiarise yourself with these documents and discuss them with your child.

**Auburn High School highly recommends that parents/carers pursue 'Option One'.**

## Accessing the School Laptop Supplier Portal

This information pack includes instructions on how to access the **School Laptop Supplier Portal** to place an order for a **School-Managed Device**, which will be fully supported by the school's IT Team. Please refer to Page 5 and 6 for more information.

## Option Two – Self-Managed Device (BYOD)

### Purchasing of a Suitable Device from Your Own Preferred Supplier

*Prior to considering the selection of this second option, parents/carers are suggested to contact the IT Team for further advice and a discussion of requirements prior to any purchase.*

This option may suit some individuals. However, it is important parents/carers fully consider all information before making a decision. Below is a list of considerations:

- **Additional Software Costs:** Auburn High School will add additional commercial software to School-Managed Devices from the School Laptop Supplier Portal and school owned devices each year. This may result in additional yearly costs for Self-Managed Device users.
- **Proven Durability:** A School-Managed Device has been tested and proven for durability within school environment prior to selection. The cost of a School-Managed Device is usually significantly cheaper than a comparable product in a retail store. Ensure you compare full technical specifications and coverages for warranty extension and any hidden cost on an accidental insurance plan.
- **Software Installation Responsibility:** The installation of software is the responsibility of the user.
- **Installation Time and Technical Support:** Installing all required programs takes time, and the school IT Team cannot provide technical support or advice for Self-Managed Devices.
- **Technical Requirements:** A Self-Managed Device must meet all technical requirements. Once the device meets these requirements, the school will connect it to the wireless network. However, no further support or advice for the device will be provided.
- **Limited Printer Network Access:** A Self-Managed Device has limited access to the school printing services. Any required printing can be done using school-owned equipment, such as the printing station located in the library.
- **Limited Warranty in Retail Stores:** Most devices in retail stores do not come with an extended and onsite warranty and typically offer only a single-year and return to depot warranty coverage. Retailers may offer an extended or onsite warranty at an additional cost, or you may need to post the device for any potential repairs.
- **Responsibility for Repairs:** The user is responsible for any types of warranty or accidental damage repair to any Self-Managed Devices, as the school IT Team will not provide troubleshooting or advice to any software or hardware related issues for Self-Managed Devices.

To purchase your own Self-Managed Device, please ensure that the device meets all the technical requirements to maintain consistency with other students in your child's cohort. A full listing of the Self-Managed Device technical requirements is available in the **Acceptable Use Agreement: Self-Managed Device** section below. This will also include an additional user agreement that must be signed, outlining further expectations for using a Self-Managed Device.

### Access, Equity and Inclusion

If parents or families decline to participate in the program, a laptop device can be borrowed and returned daily from the IT Office, subject to availability and evidence of repair. It is important that any student utilising the IT Office for devices be proactive and borrow devices before classes begin, ensuring they are returned promptly at the end of each day.

# School Laptop Supplier Portal

## Learning With Technologies (LWT)

The online portal is designed as a step-by-step system, allowing you to select your preferred device and any accessories added by the school as part of this Student 1 to 1 Laptop Program.

### Laptop Ordering Through Supplier's Portal

You may access the Portal at the following link: <https://auburnhs.orderportal.com.au/>

1. Click '**Buy A New Device**'.
2. Select the '**Buy Now**' or select other finance option.
3. Select your preferred device by comparing tech specs and scroll down to select continue.
4. Laptop bags and any other accessories are listed as optional in the portal, click '**Continue**'.
5. Finish your payment.

### Device Selection Criteria

To ensure inclusive and equitable access to technology that supports high-quality teaching and student learning and meets the requirements of the Auburn High School community, our IT Team has carefully selected devices based on various criteria. These criteria include, but are not limited to, affordability, reliability, robustness, technical specifications, weight, battery life, and warranty/insurance coverage.

### Optional Accidental Damage Protection

If the device you selected is covered by the **Lenovo 3 Year Onsite Standard Education Warranty**, which includes protection against accidental damage and liquid spills, there is no further accidental damage insurance protection organizing required.

Otherwise, under ASIC regulations you must indicate your intention to purchase any Optional Accidental Damage Protection. You will have the option to proceed with the purchase of Optional Accidental Damage Protection if you choose to do so.

### Device Shipping

Any new and existing students' devices purchased via this portal will be delivered to the school directly. The IT Team will inform students or their Year Level Leaders when the device is ready to collect from the IT office. Devices may not be processed in a timely manner and delivery delays are expected if our supplier has low levels of stock.

### Contact Information

If you encounter any issues while placing your order online through this portal, Learning with Technologies (LWT) offers a support hotline during business hours, Monday to Friday (excluding public holidays).

**Learning with Technologies (LWT) Support Hotline: Sales 1300 550 717**

**Or Email LWT:** [sales@lwt.com.au](mailto:sales@lwt.com.au)

## **School Preferred Device**

Each year, the school IT Team invests significant time in researching, evaluating, and testing a wide range of devices that could potentially meet our students' curriculum requirements, based on the selection criteria outlined above. After thorough consideration, the school IT Team shortlists devices from the pool and collaborates with our School Laptop Supplier to ensure timely delivery, competitive pricing, and highly skilled onsite warranty support.

The school IT Team recommends one of these models from Lenovo as the **School Preferred Device**. Lenovo has introduced a new Education Warranty Package for select range of devices started in June 2024, which includes the following:

- 3 Years onsite warranty repair with 1 Year on Battery  
**OR**
- 3 Years onsite warranty repair with 3 Year on Battery (with additional cost)

**AND** includes additional

- Impact damage
- Liquid damage
- Electrical surges
- Labour cost

The school highly recommends that parents/carers consider the **School Preferred Device** if you choose to participate in this program by selecting '**Option One – School-Managed Device**'. This option eliminates the need for additional accidental damage insurance coverage.

# Student 1 to 1 Laptop Program

## Memorandum of Understanding

At Auburn High School, we are committed to ensuring that all members of the school community have access to and can engage in a safe, inclusive, and supportive learning environment. This commitment extends to the use of digital tools and online communities and is guided by our expectation of safe and responsible behaviour from everyone in the school community.

At our school we:

- Have a **Child Safety and Wellbeing Policy** and **Digital Technologies Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- Provide access to the Department of Education filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- Support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.

### Useful Websites

eSafety - Kids	<a href="https://www.esafety.gov.au/kids">https://www.esafety.gov.au/kids</a>
eSafety - Young People	<a href="https://www.esafety.gov.au/young-people">https://www.esafety.gov.au/young-people</a>
eSafety - Parents	<a href="https://www.esafety.gov.au/parents">https://www.esafety.gov.au/parents</a>
Think U Know	<a href="https://www.thinkuknow.org.au/">https://www.thinkuknow.org.au/</a>
Headspace	<a href="https://www.headspace.org.au/young-people/">https://www.headspace.org.au/young-people/</a>
Reachout	<a href="http://au.reachout.com/">http://au.reachout.com/</a>
Kids Help Line	<a href="https://kidshelpline.com.au/">https://kidshelpline.com.au/</a>
Bully Stoppers	<a href="https://www.vic.gov.au/bully-stoppers">https://www.vic.gov.au/bully-stoppers</a>
Australian Cyber Security Centre Cyber Security Guides	<a href="https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/ism/cyber-security-guidelines">https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/ism/cyber-security-guidelines</a>

As a student, when I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating in a supportive manner;
- Abiding by the school's **Mobile Phone Policy** and not using personal hotspots;
- Never participating in online bullying or defamatory behaviour, such as creating or forwarding harmful messages or supporting inappropriate online actions;
- Protecting my privacy by not sharing personal details, including but not limited to my full name, telephone number, address, passwords, or images;
- Respecting the privacy of others by not posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Reporting any uncomfortable or unsafe online situations to a teacher, or trusted adult, and addressing unsafe, inappropriate, or hurtful behaviour of others;
- Carefully considering the content I upload or post online, understanding that it reflects who I am and can affect others' perceptions of me;
- Protecting the privacy and security of our school community by not sharing or posting links to video conferencing meetings on public platforms or social media;
- Reviewing the terms and conditions of any digital or online tool, and seeking clarification from a trusted adult, teacher, or Student Learning or Wellbeing Manager if needed;
- Meeting the stated terms and conditions for any digital or online tool;
- Handling ICT devices with care and notifying a teacher of any damage or required attention;
- Using the school's internet connection for educational purposes only;
- Abiding by copyright and intellectual property regulations by requesting permission to use and appropriately attributing images, text, audio, and video and attributing references appropriately;
- Not accessing or communicating unacceptable or illegal material, including content that is racist, sexist, violent, anti-social, pornographic, explicit, vulgar, obscene or the like;
- Not modifying the School-Managed Device hardware in any ways;
- Not partitioning a hard drive (or SSD) for installing a dual boot system;
- Not booting the School-Managed Device via USB bootable device;
- Not charging the device at school ground in classroom or common area, only charging laptop in the IT office if needed;
- Not downloading and installing unauthorised programs, including games and VPN software;
- Not using any software or tools including VPN, anonymous proxies, online tools or software to bypass internet security to access blocked sites or areas of the network with restricted access by students;
- Only accessing the internet via the school's network infrastructure whilst on school grounds. Wireless adapter, mobile phone hotspot and other devices must not be used;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person;
- Not hacking into the school's network infrastructure, network equipment, or network shares, and not attempting to gain unauthorized administrator privileges that are not assigned to students; and
- Not accessing or attempting to access any non-authorised parts of the school's network.



# **Acceptable Use Agreement: School-Managed Device**

## **Ownership**

- The device is owned by the parents/carers and/or student but is made available for use as part of the school learning program.
- Owners and users should be aware that while files stored on the device are private, the school reserves the right to monitor student behaviour in accordance with the **Digital Technologies Policy**.
- Files stored on devices may be publicly accessed as part of learning programs.

*Please note: A member of staff may request access to a student's device at any time to check for inappropriate content. Additionally, the device may be remotely monitored at any time while it is on school grounds.*

## **Damage or Loss of Equipment**

- The school IT Team must be notified if the device is damaged or lost to ensure that a student's learning program is not interrupted while repairs or replacements are being organized. A school owned loan laptop will be assigned to students in such cases.
- Depending on the warranty or Accidental Damage Protection (ADP) purchased, additional costs may be applied to replace parts not covered by warranty or insurance, such as power adapters and laptop batteries etc.
- No insurance coverage applies to any lost or stolen units. Parents/carers need to arrange for a replacement unit in the event of loss or theft.

## **Software and Privilege**

- Devices purchased through the School Laptop Supplier Portal will be delivered to the school directly and configured with the Department of Education standard software for secondary school students, as well as any additional school selected software packages on Licensed Microsoft Windows 11 image.
- A listing of all software and applications pre-installed can be made available upon request.
- Students have local administrator access by default for extra educational software self-installation. However, computer local administrator access can also be removed upon request by parent/carers.

## **Support Will Be Provided**

- Connecting the device to the school's wireless network for internet and local resources access.
- Setting up and managing of student's email account.
- Addressing school-based software and application issues on devices purchased from the School Laptop Supplier Portal.
- Rebuilding the system image in the event of a Windows system crash.
- Handling any warranty and insurance hardware issues and reporting to the School Laptop Supplier for hardware repair on behalf of students.
- Providing the original Windows image restoration for devices at the end of life (EOL) support and exiting students.
- Providing students with school owned laptop while laptop hardware repairs are taking place.

## **Support Will Not Be Provided**

- Connecting the device to home networks or printers, setting up hotspot connection, or pairing with other wearable devices, such as Bluetooth mouse, headphone or watch.
- Setting up personal email accounts or other personal settings.
- Installing software or applications apart from the software included in pre-loaded to Windows image.
- Any types of lost data recovery under any circumstances.

## **End of Support of the Device**

- Parents or students have the ownership of the School-Managed Device throughout its lifespan.
- The device is considered to have a three-year lifespan, with three years warranty starting from original shipment date. There will be no additional support from the IT Team for any Out-Of-Warranty units.
- Device must be returned to IT Office for factory Windows image restoration (OEM) at the end of support and collect on the next day. This process typically takes place at the end of Year 9 and Year 12 of schooling or if student exits school before the end of support of the unit.
- **This OEM process will remove any data saved on the device once completed. Devices handed in are considered as ready to continue. Any data without backup before OEM is not recoverable.**
- Once the OEM process is completed, the device will be considered as a Self-Managed Device (BYOD) if it is going to be reused at school. **Acceptable Use Agreement: Self-Managed Device** must be signed and returned to the IT Team beforehand.
- Any devices which have not been collected within two weeks from the day of OEM restoration will be disposed/e-waste recycled without further notice.

## **Student's Responsibilities**

- Bringing devices fully charged to school every school day.
- Backing up computer data securely and periodically, such as uploading any school work to Department OneDrive or Google Drive.
- Using their devices only in class as directed by their classroom teacher.
- Using their devices for educational purposes whilst on school premises or connected to the school's network.
- Always carrying their device in an appropriate protective case and storing it securely.
- Adhering to the **Student 1 to 1 Laptop Program: Memorandum of Understanding, Acceptable Use Agreement: School-Managed Device** and the **Child Safety and Wellbeing Policy** (as well as any other applicable policies) when using the device, both at home and at school, including before school, during recess, lunchtime, after school, or outside the classroom.
- Being aware that the use of any wireless device that provides internet access other than using school provided network is prohibited within the school grounds.
- Virtual Private Network (VPN) software is prohibited to be installed or configured on school devices.

## **Acknowledgement**

This Acceptable Use Agreement: School-Managed Device applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners).
- Mobile phones, smart watches and student owned devices.
- Email and instant messaging.
- Internet, intranet.
- Social networking sites (e.g. Facebook), blogs or micro-blogs (e.g. Twitter).
- Video and photo sharing websites (e.g. YouTube, Tik Tok).
- Forums, discussion boards and groups (e.g. Google groups).
- Wikis (e.g. Wikipedia).
- Video on demand and podcasts.
- Video conferences and web conferences.

## **Accept This Agreement**

Parents and students who decide to participate in '**Option One - School-Managed Device**' must sign and return **Page 11 and 12** of this information pack to the school IT Team.

# **Acceptable Use Agreement: School-Managed Device**

## **Participant Declaration**

I understand and agree to comply with both the **Student 1 to 1 Laptop Program – Memorandum of Understanding** and **Acceptable Use Agreement: School-Managed Device**, the terms of acceptable use and expected standards of behaviour set out within this Agreement for this Student 1 to 1 Laptop Program for School-Managed Devices at Auburn High School.

I understand that there are actions and consequences established within the school's **Child Safety and Wellbeing Policy** if I do not behave appropriately.

Student Name: \_\_\_\_\_

Student ID (if known): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Year or Homegroup (if known): \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED TO THE IT TEAM OFFICE  
LOCATED ON FIRST FLOOR OF SCHOOL MAIN BUILDING ON THE  
DESIGNATED LAPTOP COLLECTION DATE.**

# Auburn High School and Parent Responsibilities

Auburn High School supports the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This policy outlines the roles and responsibilities in supporting safe digital learning and the expected behaviours of our students when using digital or online spaces.

## At Auburn High School We:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning.
- Provide access to the DE Arc Knowledge <https://arc.educationapps.vic.gov.au/home> which can be used to direct students to websites that have been recommended and reviewed by a teacher.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Provide support to parents/carers through to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

## As Parents:

Parents will need to:

- Understand their responsibilities in supervising the appropriate and safe use of the laptop at home and reinforce the guidelines established by the school.
- Be aware of and familiar with the school's Parent/Student Acceptable Use Agreement, ensuring that their children abide by the conditions and responsibilities detailed in this information pack.
- Express different opinions or suggestions and address the school in a respectful manner and avoid any abusive behaviour towards our IT Team members, who have specialised technical expertise. Respect the school IT Team and trust their expertise in providing services and making suggestions.

All students and parents are required to sign a Parent/Student Acceptable Use Agreement. This agreement applies to the use of IT within the school and the use of laptops. Students and parents must read and agree to abide by the conditions of the agreement and the guidelines detailed in this Parent/Student Laptop Information Pack. A signed copy of the agreement must be returned to the school IT Office to gain access to devices and the school's network, resources, or facilities.

Parents are also advised to implement similar policies at home. Resources for parents and teachers are available at: <https://www.education.vic.gov.au/Pages/webprivacypolicy.aspx>

## Parent/Guardian Signature

As parent/guardian of .....,

I accept the conditions of use detailed in the Auburn High School **Acceptable Use Agreement: School-Managed Device, Memorandum of Understanding** and this **Parent/Student Laptop Information Pack** and will reinforce the conditions and supervise the use of the Laptop and Internet at home.

Parent / Guardian Signature: ..... Date: .....

# **Acceptable Use Agreement: Self-Managed Device (BYOD)**

This document has been developed to provide further clarity about the school Laptop Program for Self-Managed Devices or commonly known as Bring Your Own Device (BYOD). This should be considered in conjunction with the following sections of this Laptop Information Pack.

- **Student 1 to 1 Laptop Program: Memorandum of Understanding**
- **FAQ Guide**

For a copy of this Parent/Student Laptop Information Pack, please check school Compass Website for School Documentation or contact the school IT Team on 03 9822 3247 or [it@auburnhs.vic.edu.au](mailto:it@auburnhs.vic.edu.au).

**Auburn High School strongly recommends families to seek a device from the suggested School Laptop Supplier Portal as the advantages are outlined in this Information Pack under ‘Option One – School-Managed Device’ section.**

## **Approval**

Approval is required from the school IT Manager for all Self-Managed Devices potentially going to be used at school. It is strongly advised that parents/carers contact the IT Team prior to any purchase for further advice.

Any former Out-Of-Warranty school laptops (previously purchased school laptops) are considered as a Self-Managed Device. Any kind of devices that do not run the full version of licensed Windows 11, such as Apple MacBook, Apple iPads, Android Tablets, Chromebooks, and E-Ink Tables are not supported BYOD at school.

To purchase your own Self-Managed Devices (BYOD), please be advised that all the following technical requirements must be met to ensure consistency with other students in your child’s cohort.

## **Hardware & Software Requirements**

Hardware Requirement	Software Requirement
<ul style="list-style-type: none"><li>• Minimum 13-inch in screen size.</li><li>• Minimum of 16GB of RAM.</li><li>• Minimum 8 hours battery life (For OH&amp;S purpose, Auburn High School does not allow charging onsite.)</li><li>• Wireless Card supports 802.11AC or 802.11AX on 5Ghz Band.</li><li>• Physical keyboard directly attached to the device.</li><li>• Must have English keyboard.</li><li>• It cannot be virtualised. (Technologies such as Parallels, VMWare or Virtual Box.)</li></ul>	<ul style="list-style-type: none"><li>• Licensed Windows 11 OS installed.</li><li>• Windows setup in English or English Language Pack installed.</li><li>• Microsoft 365 Products. (School will provide DE provisioned Microsoft 365 licence to activate.)</li><li>• Adobe Creative Cloud App. (School will provide DE provisioned Adobe CC licence to activate.)</li><li>• Windows 11 built-in Windows Defender as Antivirus software.</li><li>• Printing management software (PaperCut) is optional. (See BYOD Setup Instruction on Compass.)</li><li>• Must NOT join any other AD domain.</li></ul>

## Ownership

- The device is owned by the parents/carers and/or student but is made available for use as part of the school learning program.
- Parents/carers and students should be aware that while files stored on the device are private, the school reserves the right to monitor student behaviour in accordance with the **Digital Technologies Policy**.
- Files stored on devices may be publicly accessed as part of learning programs.
- School reserves the right to check the Self-Managed Device for compliance of the technical requirements (and other relevant Department of Education or school-level policies) which can be done at any time.

*Please note: A member of staff may request access to a student's device at any time to check for inappropriate content. Additionally, the device may be remotely monitored at any time while it is on school grounds.*

## Damage or Loss of Equipment

- Any technical issue, vandalism, damage, loss or theft of the device is the responsibility of the owner.
- Owner of the device has the full responsibility to maintain the device in working order.
- In the case of accidental damage or loss, it is the responsibility of the parent/carer or the owner to promptly organise repair or replacement of the device to minimize the impact in student studying.
- A temporary school owned loan device can be provided upon request to student, subject to the availability, for up to five days if Self-Managed Device is under repair with repairing evidence, such as receipt or tax invoice. Loan device must be returned at the end of fifth day and any decision to extend the loan period must be made by the IT Manager.

## Software and Privilege

- A listing of suggested software and applications aligning with School-Managed Device can be made available upon request.
- Owners or users of the device have the full responsibility to install and uninstall software and applications on Self-Managed Devices.
- The device must be configured in a workgroup status and not be joined to any other school's or enterprise's Active Directory domain or managed by Mobile Device Management (MDM).
- Brand new Out-Of-Box device must be pre-prepared with student's personal account setup completed.

## Support Will Be Provided

- Consult with parents/carers regarding the Self-Managed Device option to ensure the device is suitable for use and consistent with other devices used at school.
- Provide wireless connectivity detail upon confirmation that technical requirements have been met and signed **Acceptable Use Agreement: Self-Managed Device** has been returned to IT Team.

## Support Will Not Be Provided

- Connecting the device to home networks or printers, setting up hotspot connection, or pairing with other wearable devices, such as Bluetooth mouse, headphone or watch.
- Preparing and setting up user accounts on a brand new Out-Of-Box device.
- Setting up any email accounts including school email and personal email accounts.
- Joining a Self-Managed Device to school managed Active Directory domain.
- Managing installation or uninstallation of any software and applications or restore factory image.
- Troubleshooting or managing repair for any types of system level, software or hardware related issue.
- Any types of lost data recovery under any circumstances.

## **Students/Parents Responsibilities**

- Installing all software requested by the school and updating the installed software each year to ensure consistency with other students' laptop devices.
- Keeping Windows Operating System up to date and installing Windows Updates regularly.
- Bringing devices fully charged to school every school day.
- Ensuring anti-virus software is functioning and up to date.
- Backing up computer data securely and periodically, such as uploading any school work to Department OneDrive or Google Drive.
- Using their devices only in class as directed by their classroom teacher.
- Using their devices for educational purposes whilst on school premises or connected to the school's network.
- Always carrying their device in an appropriate protective case and storing it securely.
- Adhering to the **Student 1 to 1 Laptop Program: Memorandum of Understanding, Acceptable Use Agreement: Self-Managed Device** and **Child Safety and Wellbeing Policy** (as well as any other applicable policies) when using the device, both at home and at school, including before school, during recess, lunchtime, after school, or outside the classroom.
- Being aware that the use of any wireless device that provides internet access other than using school provided network is prohibited within the school grounds.
- Virtual Private Network (VPN) software is prohibited to be installed or configured on Self-Managed Devices.

## **Acknowledgement**

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- Mobile phones and student owned devices.
- Email and instant messaging.
- Internet, intranet.
- Social networking sites (e.g. Facebook), blogs or micro-blogs (e.g. Twitter).
- Video and photo sharing websites (e.g. YouTube, Tik Tok).
- Forums, discussion boards and groups (e.g. Google groups).
- Wikis (e.g. Wikipedia).
- Video on demand and podcasts.
- Video conferences and web conferences.

## **Accept This Agreement**

Parents and students who decide to participate in '**Option Two - Self-Managed Device**' must sign and return **Page 17 and 18** of this information pack to the school IT Team.

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# **Acceptable Use Agreement: Self-Managed Device**

## **(BYOD)**

### **Participant Declaration**

I understand and agree to comply with both the **Student 1 to 1 Laptop Program – Memorandum of Understanding** and **Acceptable Use Agreement: Self-Managed Device** the terms of acceptable use and expected standards of behaviour set out within this Agreement for this Student 1:1 Laptop Program for Self-Managed Devices at Auburn High School.

I understand that there are actions and consequences established within the school's **Child Safety and Wellbeing Policy** if I do not behave appropriately.

I confirm that the Self-Managed Device I supplied meets all the technical specifications requirement of the school and understand that this agreement is reviewed on an annual basis to ensure consistency of the program.

Student Name: \_\_\_\_\_

Student ID (if known): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Year or Homegroup (if known): \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED TO THE IT TEAM OFFICE  
LOCATED ON FIRST FLOOR OF SCHOOL MAIN BUILDING ON THE  
DESIGNATED LAPTOP WI-FI CONNECTION DATE.**

# Auburn High School and Parent Responsibilities

Auburn High School supports the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This policy outlines the roles and responsibilities in supporting safe digital learning and the expected behaviours of our students when using digital or online spaces.

## At Auburn High School We:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning.
- Provide access to the DE Arc Knowledge <https://arc.educationapps.vic.gov.au/home> which can be used to direct students to websites that have been recommended and reviewed by a teacher.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Provide support to parents/carers through to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

## As Parents:

Parents will need to:

- Understand their responsibilities in supervising the appropriate and safe use of the laptop at home and reinforce the guidelines established by the school.
- Be aware of and familiar with the school's Parent/Student Acceptable Use Agreement, ensuring that their children abide by the conditions and responsibilities detailed in this information pack.
- Express different opinions or suggestions and address the school in a respectful manner and avoid any abusive behaviour towards our IT Team members, who have specialised technical expertise. Respect the school IT Team and trust their expertise in providing services and making suggestions.

All students and parents are required to sign a Parent/Student Acceptable Use Agreement. This agreement applies to the use of IT within the school and the use of laptops. Students and parents must read and agree to abide by the conditions of the agreement and the guidelines detailed in this Parent/Student Laptop Information Pack. A signed copy of the agreement must be returned to the school IT Office to gain access to devices and the school's network, resources, or facilities.

Parents are also advised to implement similar policies at home. Resources for parents and teachers are available at: <https://www.education.vic.gov.au/Pages/webprivacypolicy.aspx>

## Parent/Guardian Signature

As parent/guardian of .....,

I accept the conditions of use detailed in the Auburn High School **Acceptable Use Agreement: Self-Managed Device, Memorandum of Understanding** and this **Parent/Student Laptop Information Pack** and will reinforce the conditions and supervise the use of the Laptop and Internet at home.

Parent / Guardian Signature: ..... Date: .....

# **Frequently Asked Questions Guide**

## **How can 1 to 1 devices improve learning?**

With greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience enhanced levels of motivation and engagement in their learning. Typically, students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills. Involvement in 'virtual workspaces' beyond the classroom creates opportunities for collaboration and communication within the classroom through a greater level of interaction between students, their peers and their teachers.

A networked environment, where it is easy to share developing work and research with peers and teachers, is the environment students will live and work in during secondary school and the future. Students collaboratively working together and providing solutions to real-world problems will create links beyond the classroom and move levels of thinking beyond a simple knowledge framework to complex analysis and evaluation. Increased levels of learning both in and out of school with an emphasis on higher-order thinking, creative thinking and expression will be promoted.

## **How will 1 to 1 devices be used in the classroom?**

This is a technology-rich world, and students are immersed in digital technology in their out-of-school lives. Schools can either capitalise on young people's affinity for technology or fail to engage them in learning and be perceived as more and more irrelevant. The use of devices in the classroom will evolve over time as students and teachers become more familiar and therefore will be able to optimise their use to support teaching and learning in the classroom, wherever that classroom may be.

For example, in Year 8 Humanities - students make a 'vodcast' (video podcast) in which they compare the strengths and weaknesses of Viking and Mongol warriors and make an analysis on which is more superior based on historical evidence and reasoning. The device can be used to record and document information, then share learning. In Art, students can research projects on various artists then use the laptop as a medium to create their own drawings as well as clay animations. Students in Science could attach probes for data analysis and physical education may involve analysing patterns of movement.

Teachers and students will collaborate and use the device as a tool that develops the student as an information seeker, analyser and evaluator, problem-solver and decision-maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work.

Many classroom textbooks are available electronically. These e-books often have additional interactive tasks that students can access in the classroom, or as extension activities.

### **Will learning outcomes be evaluated differently?**

Students in Years 7 to 10 will continue to be evaluated against the Victorian Curriculum. The school will continue to meet the curriculum and assessment requirements of the VCE programs that are currently offered to students. These devices will complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities.

Wireless access at school will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

### **What if students play games during the school day instead of going outside for recess?**

Students are discouraged from using laptops in the grounds during recess or lunch as we seek to encourage social interaction with their peers and outdoor activities during their breaks.

### **How will parents continue to be informed about integration of 1 to 1 devices into the curriculum?**

The school Compass, Newsletter and school website will provide updates to the whole school community about the use of the devices by students and teachers in and out of the classroom.

### **How will teachers be trained and supported?**

There is an ongoing commitment by Auburn High School for teacher professional development in all areas to continuously improve their ICT and digital literacy skills.

### **What about safe internet use?**

Students utilise devices to facilitate anytime, anywhere learning. Teachers will supervise students as they would for any learning activity as they create and maintain a safe, comfortable and learning focused classroom.

Appropriate use of the internet service within the Department of Education network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network.

Education and support are important for maintaining acceptable use of devices, particularly in relation to internet access. The school already has its own policies in place such as a Digital Technologies Policy and the Acceptable Use Agreement to ensure appropriate use of all technology and the internet.

A specific agreement has been developed for Student 1 to 1 Laptops Program which parents and students will be required to sign. However, it is important that teachers, students and parents share the responsibility to always ensure safe and responsible use of devices.

### **Will children be safe carrying 1 to 1 devices?**

Research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the devices out in public, and to carry them in protective cases, which should be placed within their school bag when travel.

## **Are these devices going to add to the heavy loads students carry from home to school?**

The selected device available through the School Laptop Supplier Portal have been deliberately chosen for several reasons, including their weight specifications. These devices will alleviate the need for students to carry some textbooks, further reducing the weight of items students need to carry to school.

The device should not be packed into the bottom of an oversized backpack with other books and items, because this can lead to a compression fracture of the LCD screen. A suitable laptop case is recommended on the School Laptop Supplier Portal or any other retailers.

## **Will the student files on the device be private?**

Students can expect their device to be inspected and monitored for appropriate usage. School authorised personnel may request access to the chat/browser history and/or caches as well as all files belonging to the student on their laptops or stored on the school servers and cloud storage (Microsoft OneDrive or Google Drive). Students and parents/carers need to be aware that files stored locally on school servers and DE shared cloud storage are not private.

Under privacy considerations, students and parents must be fully aware of this condition. This is a condition of use agreed to in the School's Acceptable Use Agreement, which is signed, by parents/carers before any network access is granted upon enrolment to the school.

## **What software will students be using?**

With the help of classroom teachers, the Department of Education has researched and designed a standard operating environment (SOE) Windows 11 image, which incorporates both Department of Education licensed and free open-source software. Auburn High School developed on top of DE SOE to aid students in meeting requirements of the Victorian Curriculum and to replicate the type of software that is used in the workplace.

It is envisaged that this comprehensive and high-quality software list will meet the needs of students over the life of the device. However, school may decide to deploy additional software throughout the term of the program subject to appropriate copyright and licensing laws.

## **Is the device password-protected?**

All students at Auburn High School have their self-managed laptop passwords. Devices purchased through the School Laptop Supplier Portal will prompt students to logon with an initialised generic password on the first time. At the time of first logon, student must change the initialised password to continue. School is aligning with DE password policy for students, and password complexity is enforced.

If the student forgets their password for their accounts on a School-Managed Device, IT Team will be able to assist with resetting their passwords to an initialised generic password and students will need to change their passwords again on next logon. IT Team will not be able to assist with password reset on any Self-Managed Devices. For Self-Managed Devices with BitLocker protection enabled, owners are responsible for managing their own BitLocker recovery key. The school IT Team will not be able to assist with BitLocker recovery.

A password-protected device may help protect students' personal information in incidents of loss or theft. It is recommended that all devices are protected with a password, even if they are Self-Managed Devices.

## **Can students install their own software?**

The Department of Education and the school have tailored the software within the image on the School-Managed Devices to meet the needs of students and teachers. This software is aligned to that installed on all school computers/laptops, enabling students to work at home and at school on any machine that has similar capabilities.

No educational Software installation restriction has been applied to the device to allow for a consistent and reliable learning environment required by classroom teacher. Student is administrator of their own laptop by default to allow installation of additional educational software if needed. However, if parents do not want the student to have the full administrative privileges, a written request is required to school IT Manager. Parent administrative account can be provided upon request. Once parents have taken the control of their child's device, parents are also taking the full responsibility to install or uninstall any software in the future.

Whilst students with Self-Managed Devices may be able to install additional software it depends on student's account administrative privilege. It is expected that they will only use school related applications whilst at school, under the direction of their classroom teacher like any other student.

Music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher. The national Copyright Advisory Group (CAG) has developed the Smart copying Website <https://smartcopying.edu.au/copyright-guidelines/> to provide a comprehensive guide to copyright issues affecting Australian schools.

Virtual Private Network (VPN) software or applications are strictly prohibited installation on both School-Managed Device and Self-Managed Device. Any noted VPN installed on student laptop will be removed/uninstalled immediately.

## **Can students personalise their laptop or laptop case?**

Permanent changes such as painting or drawing on devices will not be permitted – all devices must remain in a clean state. Student name label must not be removed from a School-Managed Device so classroom teachers and IT Team members can easily identify student laptop for assistance in a timely manner. It is easier to locate the laptop by reading the name label if misplaced.

There are several recommended laptop cases listed on the School Laptop Supplier Portal, which is available at the time of purchase. However, students are free to select to bring alternative laptop cases which are appropriate to a school environment use and with sufficient protection to the device. Whilst transporting a laptop around the school, it is an expectation that devices will always remain inside of their cases to ensure they are protected.

## **What about flat batteries? Will students 'plug in' in the classrooms?**

Students are expected to charge the device overnight at home and to bring it fully charged to school each day. It is anticipated that fully charged batteries will last a full school day. It is expected that students should not be using their chargers at school, as having cables across the floor can create a tripping hazard.

Student are allowed to charge their devices temporarily at IT office upon request and must be collected by the end of the same day. However, students are not allowed to charge their devices in the classrooms or common areas for Occupational Health and Safety (OHS) reasons.

## **Can student bring a personal device other than purchased from the School Laptop Supplier Portal?**

The School Laptop Supplier Portal provides a range of devices to ensure that the required technical specifications (in terms of hardware/software) can be provided to your child. The school has negotiated a range of options from the School Laptop Supplier in terms of servicing and pricing.

Several issues exist with 'Self-Managed Devices' or Bring Your Own Device (BYOD) to the school. These include but are not limited to the following:

- Issues with hardware/software support and the ability to use software relevant to classroom studies on Self-Managed Devices.
- The school's IT security infrastructure and access to school local resources, such as printing.
- Limited warranty or insurances coverage on personal devices.
- Constraints and availability of technical support for Self-Managed Devices.
- Limitations exist with providing students with Department of Education software on a personal device.

Students utilising a school-managed device from the School Laptop Supplier Portal will be provided full technical support from the school IT Team. This provides a full featured service where our staff will handle the lodging of all warranty and insurance claims for repairing requests on behalf of our student, as well as managing the software and imaging for the life span of the device. This will mean that the devices are ready to go and looked after from the time they reach the hands of students. Most families at school prefer and support this option, as it requires minimal management by the family or student as everything is maintained on their behalf. This enables the students to focus on their curriculum without the added stress of fixing a device when there are issues.

When students choose to bring your own device (BYOD) it is considered a 'Self-Managed Device'. This means that the school IT Team will provide limited technical support, only ensuring the device is connected to the school wireless network once they are satisfied all the technical specification requirements for software and hardware are met.

Unfortunately, no further support, in terms of software, hardware or troubleshooting, will be provided to Self-Managed Devices apart from wireless connection. It will be the responsibility of the student or parents to ensure that all required software is installed (as well as hardware requirements met) prior to the IT Team considering the device for connection to the school wireless network. Details of technical specification requirements are available within the Acceptable Use Agreement: Self-Managed Device.

## **The school monitors usage at school, but who monitors it at home?**

That is the responsibility of the parents. When off school grounds, parents have full authority to monitor device usage. Encourage use in a family room and not in the bedroom and restrict use at certain times of the evening or weekend. Examine the documents and other contents of the device.

## **How can students access the internet from home?**

Home internet connection is not supplied by the school or the Department of Education. There is no mandated expectation that internet access is available at home. If there is an existing internet provision at home, the device can be configured for access home internet by parents or students. There is no restriction applied to student's device to prevent home internet access as well as home internet content filtering.



### **Is this program compulsory for all students?**

Yes, to all Year 7 to 12 Students. The student 1 to 1 Laptop Program is an integral part of the school's curriculum for your child. As a result, it is our belief that it is essential that you take part in this program. Your child will be able to take full advantage of the classroom teachers are planning, based around the availability of these devices.

### **How can I monitor my child's learning progress?**

Auburn High School has invested in the use of a Learning Management System (Compass). All parents/carers have access to Compass and details regarding the log in process are released to new students and parents/carers upon the commencement of their enrolment at the school.

The school continues to expand the use of Compass with enhanced functionality. You will be able to:

- Monitor your child's attendance and class schedule.
- Access Semester Reports, Assessment and Learning Tasks, and data for NAPLAN.
- Communicate with staff via email.
- Read bulletins and newsletters.
- Update your contact details.
- Provide consent and make payments for events through the Compass portal including parent contributions to payment.

As the school continues to integrate new features of this system into our daily operations, these changes will be communicated to you through the school Newsletter. It is important that parents/carers utilise and update their own accounts to ensure that a line of electronic communication exists between the school and home.

For existing students, if a parent/carer wishes to receive information about accessing their existing Compass account, please contact the school Front Office to have your password re-issued or reset for you.

### **Where can I direct further questions?**

All questions and inquiries regarding the Student 1 to 1 Laptop Program should be initially directed to the IT Team on school contact number 03 9822 3247 or email at: [it@auburnhs.vic.edu.au](mailto:it@auburnhs.vic.edu.au) for further information.

For further support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers call Parentline Victoria 13 22 89 or visit [www.esafety.gov.au](http://www.esafety.gov.au)

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**End of This Document**