Eltham High School

Digital Technologies Guide

2025

The Importance of Digital Technologies in the 21st Century and at Eltham High School.

Digital tools have become essential resources in education systems across OECD countries. These technologies have the potential to significantly improve student learning outcomes by,

Increasing equity through providing personalised learning.
Capitalising on transformative experiences that increase engagement and access to learning materials.
Boosting the efficiency of teaching and learning sequences for students and teachers.

As such, digital technologies in education are key enablers of quality, equity, and efficiency[1].

The Department of Education identified the competent and effective use of digital technologies as essential in the 21st century, making it a mandated component of the Victorian Curriculum F-10[2].

At Eltham High School, we believe that **safe**, **strategic**, and **intentional** use of digital technologies, including:

- software and cloud computing,
- generative AI,
- virtual and augmented reality,
- computers and peripheral devices,

offers students rich opportunities for transformative learning experiences.

These technologies enable students to engage with high-quality content, resources, and tools to:

- Creatively and co-generatively develop their own work.
- Support personalised learning tailoring to individual needs and interests.
- Effectively manage and forecast schoolwork, enhancing planning and execution.
- Transform assessment, reporting, and feedback.
- Foster new forms of collaboration and communication.

With increased access and understanding of these technologies, students are better prepared for both their learning and future roles, able to use, manage, co-create, collaborate, and innovate in transformative ways.

The strategic and thoughtful use of digital technologies in education is crucial for developing valuable skills and knowledge, preparing students to thrive in a globalised and interconnected world.

Our vision is to empower students to use digital technologies **safely**, **efficiently** and **critically**, helping them achieve their personal best and equipping them to contribute positively to society as happy, healthy and informed young adults.

[1] https://www.oecd.org/content/dam/oecd/en/publications/reports/2023/07/shaping-digital-education_08b85d69/bac4dc9f-en.pdf
[2] https://victoriancurriculum.vcaa.vic.edu.au/

Eltham High School Specified BYOD (sBYOD) Program

"The department does not mandate a specific provisioning model or device-ratio for student digital devices at any year level. Schools can choose the digital device provision model and device ratio that is most appropriate to support their teaching and learning priorities".[3]

At Eltham High School each student has access to their own personal hybrid tablet laptop every class, every day. These devices are provided by parents through the 1:1 specified bring your own device program (sBYOD).

To maximise students' learning experience and opportunities across all areas of their schooling, the types and specifications of devices students can bring are tightly monitored, controlled and regularly reviewed.

Managing the required specifications of devices allows us to **improve student outcomes by ensuring equal and equitable access to resources and the diverse range of strategic learning experiences across different learning domains**. The sBYOD also ensures that every device:

- **Supports creativity and innovation.**
  - Not all devices maximise transformative digital encounters. Devices with styluses, multiple cameras, touch facilities whilst having significant hardware performance allow for a range of learning experiences not available with either a traditional laptop or tablet.
- **Performance, software and networks.**
  - The device must have a minimum standard of features to ensure that it can be safely and appropriately connected to our network, managing the required software and remain consistently reliable across a school day.
- **Battery life and durability.**
  - The devices selected have a battery life suitable to last the school day without charging (with average use) across the life of the machine (i.e. battery performance is reliable over at least 3 years). We also ensure that the devices have considered durability for students including,
    - Replaceable peripheral components.
    - Repairable hardware.
    - Trip free charging.
    - After market protective cases.
    - Market leading components.
- **Future proofed**
  - When selecting devices, we consider both the current and future teaching and learning practices with digital technologies. We attempt to only recommend machines that we believe will support a sound three years of school life.
- **Technical support and troubleshooting**
  - Eltham High School runs a large digital community of approximately 1800 users. A standard digital ecosystem including software, hardware and operating environments allow us to streamline our technical support services and for teachers to plan effective lessons, knowing what reliable digital technology will be available in any one lesson.

[3] https://www2.education.vic.gov.au/pal/digital-learning/policy

sBYOD Criteria, Supported and Preferred Devices

The sBYOD criterion is explained in the table below rows highlighted in blue are considered an essential feature that must be incorporated into our devices, whilst yellow rows indicate preferred features.

Category	Details	Notes
General Condition		
Age of machine	No older than 3 years from manufacturing date.	
Condition	The machine must be in good working order with minor aesthetic defects only and adequate charge capacity	No missing keys, cracks in screen or casing, broken ports or parts. The device must still hold enough charge for a school day.
Construction	Weight of machine is under 3kg	Reduce the load students need to carry between classes and to and from school.
	Machine has minimal moving parts & ports	Laptops with moving parts are less likely to survive the rigors of daily school use.
	Successful predecessor	Hybrid laptops are complex devices. Known predecessors are prudent to ensure longevity.
Software		
Operating system	Windows 11	The machine must have Windows Pro, Enterprise or Education **not Windows home,** or the DET software deployment system will not work.
Hardware		
RAM	Minimum 8GB	
CPU	Either Intel or ARM architecture	ARM architecture is new in 2025 and represents a major shift in computing. There will be some printing work arounds in the short term.
On board storage	Only SSD hard drives that have a minimum of 256GB capacity.	At EHS, we use significant cloud-based data storage. Students do not require large onboard storage unless they are engaging in extensive art, gaming or digital media for school or home purposes.
Battery Life & Charging	Must be designed to operate for a minimum of 7 hours on a single charge	Battery life depletes over the normal operating life of a device. We account for this in the devices we select (we select better batteries to begin with to ensure by year 3 we still have 7 hours of charge). Students cannot charge their machine during class time as their chargers are not electrically tagged and also we don't want them lost or mixed up with others (all chargers are identical). Limited emergency charging and short-term loans are available from the library.
	Device charger is magnetic, robust and anti-trip	Significant damage can be caused to a laptop if the charging cable acts as a tether.
Pen and Touch Technology	Must include both 10-point touch and active stylus.	Students must be able to interact with their screen and have near perfect handwriting experience as a tablet-like device.
Cameras	The ability to take photos both forwards and in reverse (by design) either through one or two cameras.	Students need to be able to video call with a forward-facing camera and use the screen like a tablet to take photos (easily). This is essentially important as students don't have access to other cameras (i.e. mobile phones) during class to take photos of their work.
Screens	Minimum of 13" or larger	This is to ensure enough screen real estate to work effectively and minimise screen fatigue.
Connectivity	Must have wireless Wi-Fi	Whilst devices with SIMs are allowed, no device may have an active SIM within school. This is to ensure student safety as per our mobile phone and controlled network policies.

sBYOD Supported Devices

In general, a manufacturer supports a device (with relevant software and replacement hardware) for on average 4 years[4]. Whilst the device will still most likely work past this point, it will likely no longer be suitable for daily school use as:

- Battery life will be significantly depleted.
- Daily use will have significantly diminished the condition of the machine.
- Older devices will have specifications that struggle to keep up with software,
    - that becomes more complex in senior high school.
    - that has evolved over the life of the machine.

Every year, at the end of the year, EHS adds and removes devices from:

- Our 'Supported Device List'
- Our 'Recommended Device List'
- Note: Both of these lists are provided in the Appendix.

When a device is added, it is also given its exit date. This device list ensures that we can manage the devices within the school and that they are suitable for the teaching and learning required.

A parent may provide their student with any device (new, used or refurbished) from the list and it may continue to be within the school until it is no longer supported.

Realistically, this means that parents should prepare for,

- Providing a device with **standard specifications** when the student enters Eltham High School (typically at Year 7).
- Providing a device with **targeted specifications** when the student enters Senior School (typically Year 10) that is appropriate to their pathway.

To support parents transitioning between laptops,

- **In the six months prior to a laptop reaching its 'exit date'** we will,
    - Send reminders to parents identifying the decommissioning of the device.
    - Ensure that our supplier portal and recommendation lists are up to date.
- **In the six month post the 'exit date'** we will allow students to continue using their original decommissioned device as long as it is,
    - Still in a fair working order as per our criteria.
    - Still maintains its working software functions.

The IT Helpdesk has limited abilities to fix decommissioned laptops.

[4] Microsoft Surface | endoflife.date

Adding A Device to the Supported List

Parents may apply to have a device that meets the specifications (see table above) added to the Supported Device List.

The process is as follows:

1. Identify a suitable device that meets the criteria to the best of your knowledge.
2. Request an '**Acceptable BYOD Criteria'** form via email 7805-helpdesk@schools.vic.edu.au
3. Complete and submit the form via return email.
4. You will receive written notification via email indicating if the device has been accepted or rejected within 5 business days.
5. **If your device is accepted**, you may purchase it and bring it to the IT helpdesk to have it registered to the network. Note: The paperwork completed will be logged on your student's account.

Do not purchase the device until you have written confirmation. Devices will not necessarily be able to be retrospectively added and are rarely returnable to retailers.

Software for student provided sBYOD devices

The Department of Education (DET) equips every student device with software, deploying it through the Microsoft Intune service.

This program is a cloud-based service that helps schools manage and secure students' devices and apps.

It allows schools to:

- easily deploy educational apps specific to your child's course,
- ensure devices are up-to-date, and,
- protect sensitive information.

This means students can safely use their devices for learning, and parents can feel confident about their children's digital safety.

Very practically, students initiate the process by logging into the portal app. The app establishes a connection with Intune, leading to the deployment of apps, services, and settings on their devices. It is important to ensure that you purchase devices with the correct version of Windows as an operating system (as per our device guidelines).

It is important to ensure that you initiate and set up your laptop as per the instructions in the section 'Setting your laptop up for use at EHS' to ensure that it is ready for software deployment when it is first brought to school. Students can start the process of downloading software by following the instructions in the section 'Installing Intune and downloading school software'.

Whilst EHS will include our own specific software through Intune (for example, the Vernier probe graphical tool for science classes), in general the DET provides the required licences for software like (including but not limited to):

Software	Description
Microsoft 365	Including the core Office365 programs (Word, PowerPoint, OneNote, Excel).
Adobe Suite	Including Photoshop, Illustrator, Acrobat etc.
Zscaler	Protects students by ensuring secure and monitored internet access, blocking harmful content and cyber threats while maintaining privacy and compliance
ClickView	A database and platform of educational videos that provide curriculum-aligned videos and resources.
Minecraft	A sandbox game where players build eco-systems made from blocks.

Recommended Devices and Suppliers

Each year in Term 4, EHS will provide for parents:

- A set of recommended devices from our Supported Device List'. The selected devices will also be published on our 'Recommended Device List'.
- An educational supplier who parents may choose to purchase their device from. The details of this supplier are provided on the 'Supplier Details' in the Appendix.

Choosing suppliers

When choosing a suggested supplier we consider:

- The **competitive pricing** available along with the **range** of payment options.
- The **reliability** of the business in both providing the devices in a timely manner and providing customer support through the warranty period.
- The **ability** of the business to provide packages that include peripherals (including protective cases) and a school-based-use optional insurance policies.

Selecting the Most Appropriate Device for Your Learner

It is highly recommended that all students (refer to Recommended Devices):

- Are provided a device from the recommended list.
- Use protective cases and equipment.
- Have a device with a specific insurance policy.

Starting at Eltham High School (Years 7-9)

When starting at EHS the basic recommended standard specifications model of device is appropriate for nearly all learners. Families would potentially consider buying a device with slightly higher specifications only if their child:

- Had an interest or hobby in visual media (i.e. editing photos and videos) that they planned to undertake on the school device.
- Had an interest in gaming that they planned to undertake on the school device (refer to Developing a Home School Partnership section) and didn't have access to other devices (mobiles, consoles, PCs etc.).

Senior Schooling (Years 10-12)

By Year 10, most students are starting to select specific pathways that may require more targeted specifications for their device to support their learning.

Parents might consider higher specification machines for students who:

- Have selected a range of arts or technology subjects requiring digital media (highest specifications).
- Are selecting science subjects which have teaching and learning strategies that use significant digital technologies (mid-range – high-range specifications).
- Have an interest or hobby in visual media (i.e. editing photos and videos) that they planned to undertake on the school device.
- Have an interest in gaming that they planned to undertake on the school device (refer to Developing a Home School Partnership section) and didn't have access to other devices (mobiles, consoles, PCs etc.).
- Are planning to continue to university and the plan is for this device to be used in the first few years.

Further information regarding individual subject requirements is provided in the curriculum handbooks available on the school website.

Getting Additional Device Support

Eltham High School offers a range of support to students and parents in managing the daily use of their machines, including:

- **Curriculum Issues**
  - Any digital based learning resources should be referred to the classroom teacher and or subject area KLA via email through Compass or phone call.
  - Examples, student online homework, learning tasks, class resources, textbooks etc.
- **Software Issues**
  - Any software issues that the student can't solve themselves and cannot be supported by a classroom teacher should be referred to the IT helpdesk. The helpdesk:
    - Is in the EHS library.
    - A dedicated technician is available from 8:30AM-3:30PM every school day,
      - Students should attend the helpdesk outside of class time whenever possible.
      - Students should seek permission from their teacher to attend the helpdesk during class time.
  - Parents can contact the helpdesk for additional information and general support via email 7805-helpdesk@schools.vic.edu.au. Please note that,
    - Replies are generally given within a standard business day.
    - Communication is preferred via email as logs are kept of all interactions so all our service technicians can work on every issue. This ensures timely resolutions for all parents and students.
- **Device Breakages**
  - The IT Helpdesk cannot help with any hardware purchased outside of the preferred supplier as,
    - We have no information from external providers.
    - Our preferred supplier provides EHS with information regarding all student devices purchased through them.
  - All devices purchased through JBHiFi Education (see preferred supplier section in Appendix) have a claim sticker on the bottom of the device as per the image below.

  - Parents can activate a claim against the warranty or insurance for a broken device without the IT Helpdesk.
  - The Helpdesk can additionally support,
    - Identifying and troubleshooting the issue.
    - Providing general information regarding the warranty or claim process.
    - Accepting and registering new/repaired devices, returning them to the students during school time.
    - Finding a short-term loan device to support the learner during the repair window.
    - Logging and connecting new replacement devices.
- **Device Loss**
  - The IT Department keep a register of all student device serial numbers (for the main laptop).

        - We are able to triangulate devices to areas of the school when they are switched on and on our network.
    - Parents can also voluntarily register the serial numbers of their peripheral devices (i.e. keyboard, stylus, mouse etc.) so that they can be returned to students if handed in. Please refer to the 'Completing the Serial Number Register'.
    - We recommend that parents separately label all parts of their child's device.
    - If a student loses a component they should:
        - Immediately check the last location they saw it.
        - Report it to their coordinator and the IT Department.
        - Check with the front office if any device has been handed in.
    - Parents should also keep purchase records and follow their insurer's instructions for lost devices.
- **Sessional Loans and Charging**
    - The EHS library can support students who are temporarily without a laptop due to their device being without charge or forgotten for the day.
        - To access a device, students can borrow one from the library at the start of the period and must return or renew it before the next session.
    - All students have access to borrowing a laptop for a class period from the library.
    - All devices must be returned at the end of each session (to be charged) and returned before the end of the day.
    - Sessional library devices **cannot be taken out of the school grounds.**
- **Long Term Loans**
    - Limited long-term loans are available for students who will be without a device for an extended period. Applications for a long-term loan need to be addressed through your child's sub-school and/or Student Services who will contact the IT Helpdesk to arrange as appropriate.

Financial Support

There are no formal ongoing Victorian Government subsidies for purchasing school materials, including laptops. However, some local organisations occasionally support specific families with school materials, including student notebooks. For more information, refer to our Student Services Team and/or through your child's coordinator.

Intentional, Strategic and Safe Digital Technology Use

At Eltham High School (EHS), the safe use of digital technologies is paramount to protect students' physical, emotional, and academic wellbeing. On any given day, students interact significantly with digital devices and systems, including,

- Their own personal phone, consoles, wearables and additional PCs.
- Their school laptop device.
- Their subscriptions, online accounts, school and home network etc.

EHS has a clear policy[5] and directions on:

- How digital technologies are used in the classroom to enhance teaching, learning, and student achievement.
- The use of personal devices on school grounds and during official excursions.

Since school laptops and personal devices are used both at home and school, it is crucial that we work together as a community to establish shared expectations for their use across all environments, including home, school, and the broader community.

We use our Digital Technologies Acceptable Use Agreement to,

- Develop and set these expectations for school.
- Assist parents and guardians in having conversations with their children (students).
- Guide our approach to managing digital technology breeches.

It is a requirement of the Department of Education and Training (DET) that Eltham High School have:

- An Acceptable Use Agreement (AUA) for digital technologies.
- A signed copy of the AUA for each student connected to the school network.
- Parents also are aware of the expectations and have signed the AUA.

EHS's Acceptable Use Agreement (AUA) for Students

Eltham High School's Acceptable Use Agreement (AUA) is the central document that fosters a partnership and shared expectations between the school and home. As digital technologies increasingly bring the school environment into the home and vice versa, it is crucial to provide opportunities and talking points for parents and students to clearly distinguish and determine differing expectations for home, school and the broader community.

The framework is divided into two clear sections, each with three lenses (as per the diagram below) encouraging students to use digital technologies appropriately to avoid:

- **Digital Self-sabotage**
- **Digital Aggression**

[5] https://www.elthamhs.vic.edu.au/policies-child-safety/

Eltham High School

The Digital Technology Acceptable Use Agreement

These lenses and categories help me use digital technology intentionally and strategically to maximise my learning. Without managing these elements, I risk digital self-sabotage.

Digital Hygiene

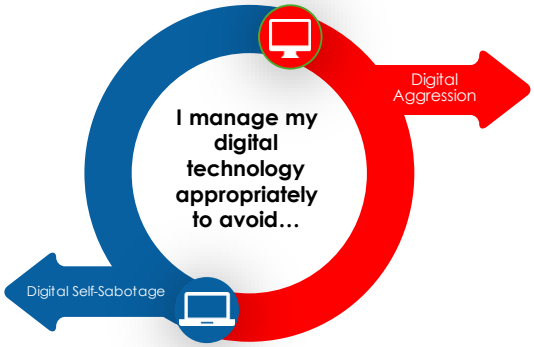
I treat my device in a manner that allows its continual use and reliability. This includes device management, updates, transport, passwords and backing up.

Digital Distractions

I use technology intentionally and strategically to minimise its potential to undermine my own physical, emotional and academic wellbeing and learning opportunities.

Digital Distress

I use technology mindfully and critically to minimise how it might influence my wellbeing, thinking and feelings about issues and my impression of myself.



Digital Integrity

I engage with digital technology to create high-quality work that upholds academic integrity by being honest, fair and respectful of my and others' academic contributions.

Digital Disruptions

I engage with digital technologies in a manner that ensures data security, privacy and a safe and productive learning environment for all.

Digital Civility

When I engage with digital technologies I recognise and remember that I am a digital citizen and must act in a manner that promotes respect, inclusivity, tolerance, and responsible behaviour towards others.

These lenses and categories help me use digital technology safely and respectfully as a digital citizen. Without managing these elements, I put myself and others at risk and are not upholding the values of Eltham High School.

The AUA creates a framework that aims to teach good personal digital technology habits of strategic and intentional use, ensuring that students are safe and understand what good digital citizenship looks like. It inherently acknowledges the shift towards 'device and screen' saturation within broader society, recognising that students can easily diminish their own wellbeing and learning opportunities if digital technology use is not carefully managed.

The AUA supports a healthy and productive digital environment for all by creating a lexicon to explicitly name undesirable digital technology behaviours and positively teach about desired ones.

Additionally, the AUA assists and guides our handling of breaches, considering the nature of the issue:

- **Digital Self-sabotage issues,**
  - Allows us to
    - Identify and establish patterns of changing behaviours and diminishing engagement with schoolwork.
    - Recognise that these are issues where a student needs help to re-establish good digital technology behaviours and habits.
    - Focus our approach on reforming student behaviours and working with families to change these habits.
- **Digital Aggression issues are,**
  - Is actively taught about so students,
    - Can recognise, escalate and report instances of anti-social digital technology behaviours.
    - Have a range of strategies to manage potentially negative and/or unsafe digital encounters.
  - There can be no tolerance, EHS actively,
    - Addresses issues or incidents that have the potential to impact on the wellbeing of our students.
    - Refers suspected illegal online acts to the relevant Law Enforcement authority for investigation

AUA Plain Language Summary

School's Responsibilities - What Eltham High School Does:

	**We set clear expectations** • We have clear expectations about appropriate conduct using digital technologies as outlined in our AUA. • Our **Digital Learning** and **Student Mobile Phone Policies** outlines our school's expectations relating to students use of digital technologies and their use of personal mobile phones during school hours, activities and on school grounds. • We have clear and appropriate consequences when students breach these expectations, in line with our **Student Wellbeing and Engagement Policy**.
	**We teach appropriate conduct** • We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important issues around digital aggression within the class curriculum and through additional programs.
	**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 including Adobe suite and Office365 for students to use through the DET software Intunes system. • We create @schools student email accounts which are non-identifiable.
	**We supervise digital learning** • We supervise students using digital technologies in the classroom, consistent with our duty of care. • We use clear protocols and procedures to protect students working in online spaces
	**We take appropriate steps to protect students** • We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. • We may access and monitor messages and files sent or saved 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 illegal online acts to the police.

	**Establish clear routines**
	• Talk to your child about expectations including,
	  ○ Good device management (charging, traveling, storing, updates etc.).
	  ○ When, where, and how digital technology and devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:
	  ▪ Requiring devices to be used in a common area, such as a living room or study area
	  ▪ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.

	**Restrict inappropriate content** • Use built-in parental controls on networks, operating systems and apps to help manage their device access, restrict inappropriate content and limit use. • Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).

	**Have open conversations about online safety and digital technology issues.**
	• Talk with your child about,
	  ○ Academic integrity when using digital technologies to complete school work.
	  ○ The importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.
	  ○ Approaches and strategies to minimise exposure to explicit or distressing content online.
	  ○ What good and constructive digital citizenship looks and sounds like.
	  ○ Establishing a culture of reporting inappropriate digital technology behaviours.
	• 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 with friends and family. • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	Work with us • Seek support on the safe, intentional and responsible use of digital technologies at home through information on the eSafety Commissioner website's advice for parents. • Let your child's teacher know about concerns you have regarding their technology use • Contact the IT Department at 7805-helpdesk@education.vic.edu.au with any questions or concerns. • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

Student and Parents Completing and Signing the AUA

The AUA (Acceptable Use Agreement) form is divided into three sections:

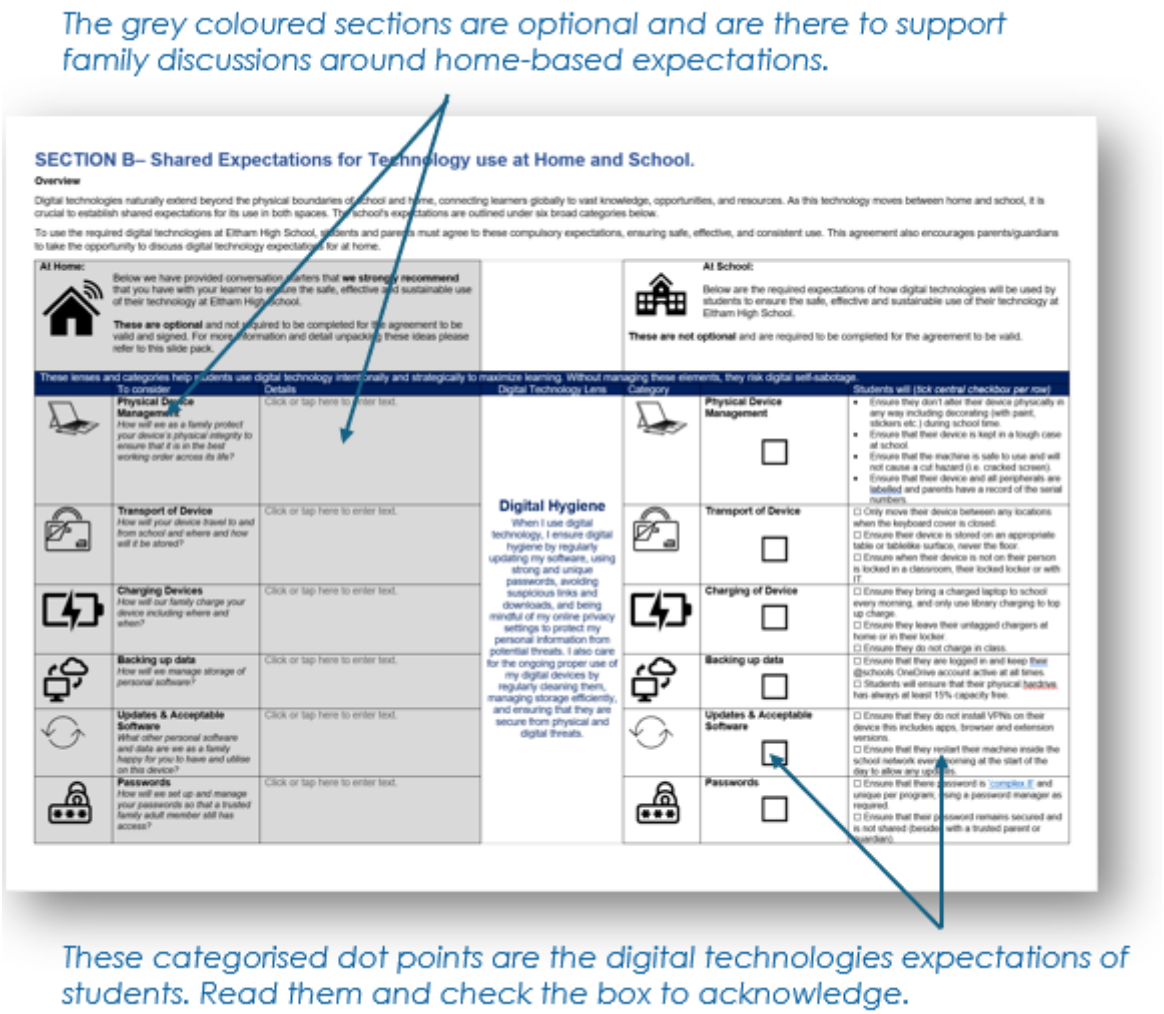
- **Section A**
  - Describes how the school supports the safe and intentional use of digital technologies as outlined also in this document.
- **Section B**
  - Indicates the expectations of Eltham High School (EHS) and provides families with the opportunity to discuss expectations for home use.
- **Section C**
  - Is where both the students and parents sign.

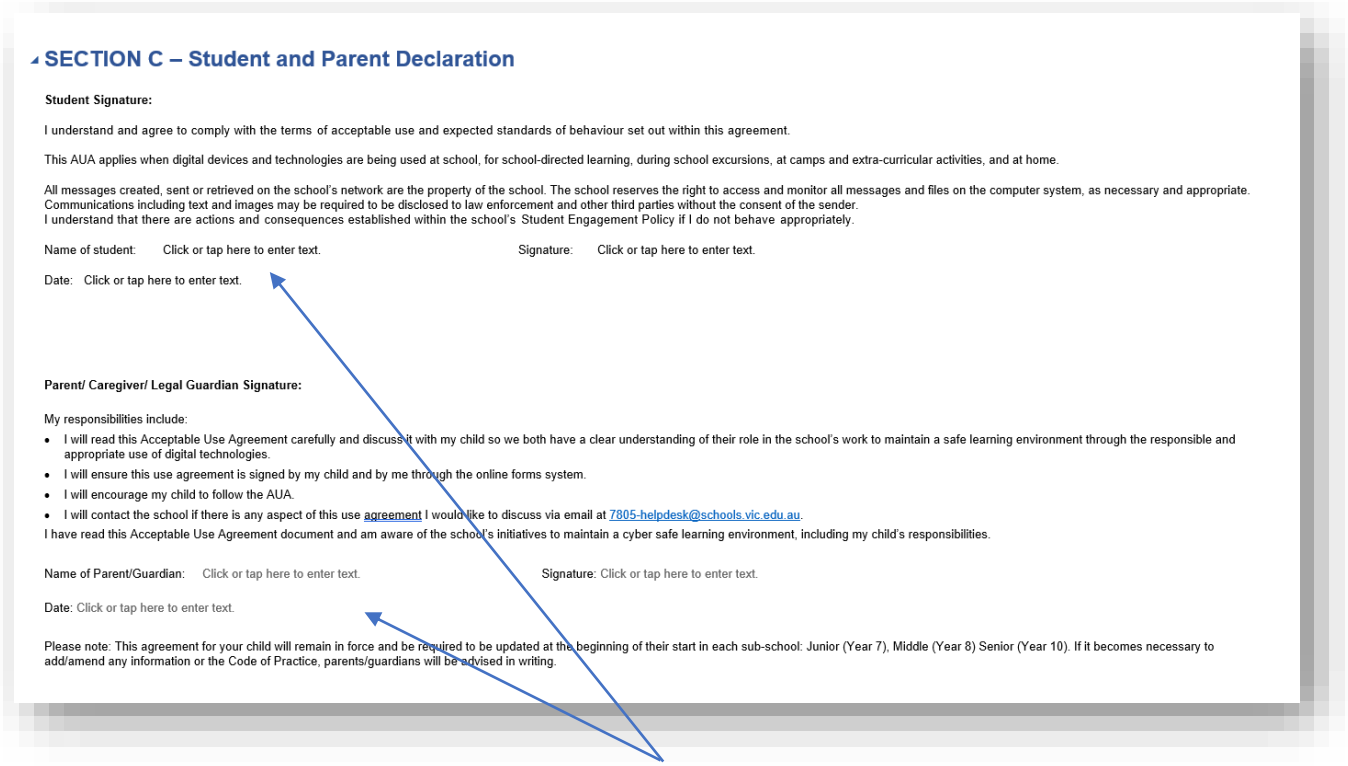
The form is delivered online through the nominated Compass email and is signed electronically by both the student and parent/guardian.

The form is slightly different depending on the student's stage, with a new copy being sent before the child enters each sub-school:

- Junior (Year 7),
- Middle (Year 8), and,
- Senior (Year 10).

Completion of the AUA is an essential step before the child can access the Department of Education and Training (DET) network and systems.





SECTION C – Student and Parent Declaration

Student Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.
I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Name of student: Click or tap here to enter text. Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

Parent/ Caregiver/ Legal Guardian Signature:

My responsibilities include:

- I will read this Acceptable Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a safe learning environment through the responsible and appropriate use of digital technologies.
- I will ensure this use agreement is signed by my child and by me through the online forms system.
- I will encourage my child to follow the AUA.
- I will contact the school if there is any aspect of this use agreement I would like to discuss via email at 7805-helpdesk@schools.vic.edu.au.

I have read this Acceptable Use Agreement document and am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.

Name of Parent/Guardian: Click or tap here to enter text. Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

Please note: This agreement for your child will remain in force and be required to be updated at the beginning of their start in each sub-school: Junior (Year 7), Middle (Year 8) Senior (Year 10). If it becomes necessary to add/amend any information or the Code of Practice, parents/guardians will be advised in writing.

Students and parents sign in these nominated areas before returning the completed form (all lenses and categories checked).

How EHS uses generative AI for teaching and learning.

Emerging generative Artificial Intelligence (gAI) is transforming education by offering new ways to personalise learning, enhance student engagement and achievement. This technology uses algorithms to generate unique and original content (such as essays, images, code, videos etc.). It can be used by teachers to differentiate and tailor learning based on student needs, abilities and interests and provides an excellent support mechanism for students to cogenerate.

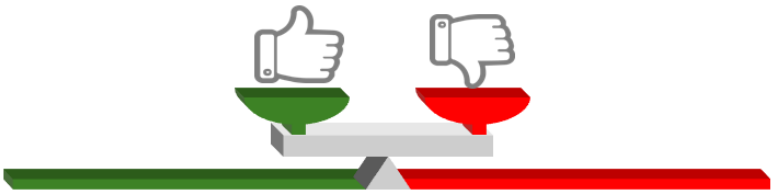
In the classroom, gAI can provide real-time feedback, help teachers differentiate instruction, and support students with individualised learning experiences. It also offers possibilities for adaptive learning environments, where AI systems adjust content dynamically to challenge students or support them where needed. However, while the potential of generative AI is vast, it also raises questions about academic integrity, data privacy, and the role of educators in guiding and overseeing its use.

Eltham High School has a clear position on how gAI is used in teaching and learning for staff and students. We acknowledge the power of using AI to enhance collaboration and cogeneration and also the importance of being transparent with our community about how we use it, as proper implementation and responsible use are crucial to harnessing the benefits while minimising risks.

Students at Eltham High School are encouraged to use gAI:

- Software that is approved by the DET and appropriate to the learning sequence.
- As outlined in each assessment task sheet.
- Safely and responsibly as outlines in our AUA.

In contrast, staff's use of gAI extends to their use as congenators where they critically contribute and evaluate the inputs and outputs (as per the image below).



Staff Can **Cogenerate**, where they have actively and equally contributed to the creation and drafting of (including but not limited to):

- Classwork tasks & worksheets.
- Creation of testing and assessment items.
- Generation a stock image (with cultural sensitivity) to start a conversation.
- Creating questions of increasing complexity.
- Creating summaries of notes.
- Making task descriptions and instructional text.
- Inclusive technologies (dictate, read aloud, subtitles, summaries).
- Editing and improving written text (i.e. emails).
- Analyse documents and speech.
- Manipulate and analyse data.
- General feedback comments.

Staff **should avoid** generally using narrow AI without critically considering the inputs and output and its wider implications (including but not limited to):

- Providing specific personal data (your own and others including images or written).
- Giving the AI an inappropriate number of copyrighted materials or intellectual property.
- Using it to generate bulk, unedited communication.
- Generating class materials that are not carefully critiqued.
- Using it to generate images (still or moving) that could be directly or indirectly offensive or misrepresent a group of people,
    - For example, deepfakes of/that,
        - Recreate historical evidence/events.
        - Content that mimics a cultural groups or minorities.
- Requiring the use of AI or an AI skill that inadvertently disadvantages a student without this technology.

Appendices

2025 Supported Device List

Brand	Model	Entry	Exit	Notes	
Microsoft	Surface Pro 11	2025	2028	*This device has a new processor.*	
	Surface Pro 10	2024	2027	*Education/Business models which have min. 8GB RAM and 256GB SDD.*	
	Surface Pro 9	2023	2026		
	Surface Pro 8	2022	2025		
Lenovo	ThinkPad L13 Yoga Gen 4	2024	2027	*13.3", Core i5/i7*	
	ThinkPad L13 2-in-1 Gen 5	2024	2027	*13.3", Core Ultra 5/7*	
	Lenovo 13w Yoga Gen 2	2025	2028	*13.3", Ryzen 5/7*	
HP	HP Probook 435 x360 G10	2025	2028	*13.3", Ryzen 5*	
Dell	Latitude 7320 Detachable	2024	2027		
	Latitude 7350 Detachable	2024	2027		
ASUS	ExpertBook B3 Flip B3402	2022	2026	*11th Gen Intel*	

Please note:

- We will support the SP11, however, we are not recommending it on our portal in 2025.
- The SP11 represents a significant change in internal hardware that has no predecessor.
- We have tested the SP11 and have identified three issues that we cannot immediately navigate:
    - Printing.
    - NAPLAN
    - Adobe.
- We,
    - Are bringing the devices into the school for some staff to pilot in 2024.
    - Will most likely list the 11 range at the end of 2025.
    - Are being prudent to ensure reliable ICT for our students.

Recommended Device List 2025

In 2025, we are continuing to recommend Microsoft Surface Pros as our recommended device.

Brand	Model	Entry	Exit	Notes
Microsoft	Surface Pro 11	2025	2028	This device has a new processor.
	Surface Pro 10	2024	2027	Education/Business models which have 8GB RAM and 256GB SDD.
	Surface Pro 9	2023	2026	
	Surface Pro 8	2022	2025	

Recommended and Required Peripherals

To be effective, the Surface Pro device should be purchased with (ensure it is included in your bundle):

• A rugged hard outer shell case.	
• An active Microsoft Stylus.	Older models (require AAAA batteries)  Newer models (Microsoft Surface Slim Pen 2) charge in situ in the keyboard 
• A keyboard (Surface Pro Type Cover).	
• A charger.	

Recommended Insurance Policy

We strongly recommend that you take out specific and targeted insurance for school laptops that protects at least against accidental damage with a minimal excess.

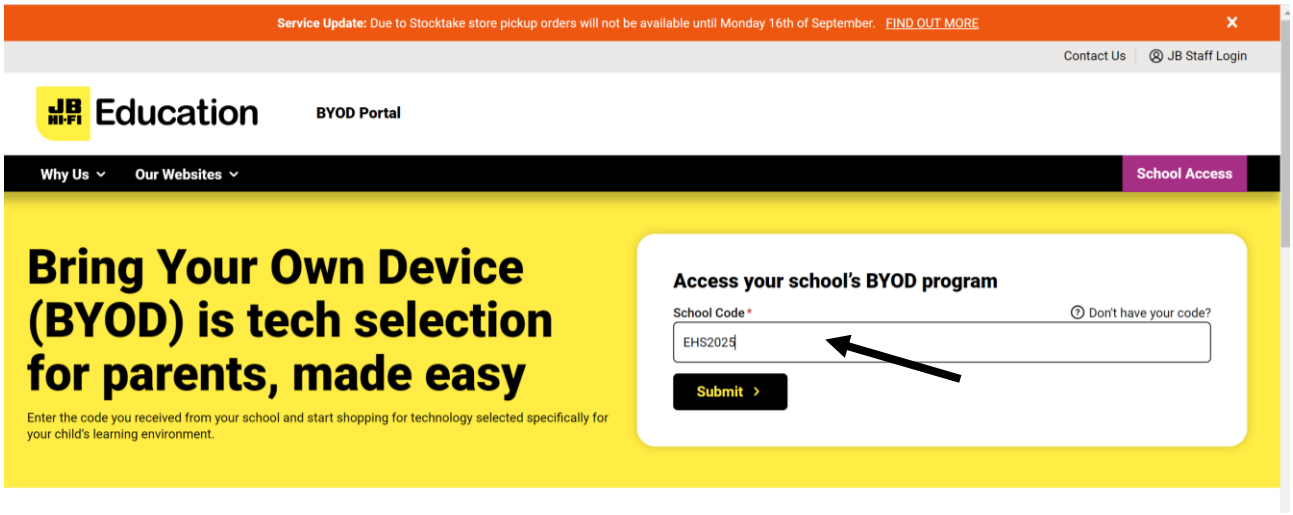
Specific insurance can be difficult to obtain if it is not indicated that it is desired at the point of sale.

Note: There is an Australian Consumer Law that says that insurance can only be purchased four days after the product is bought.

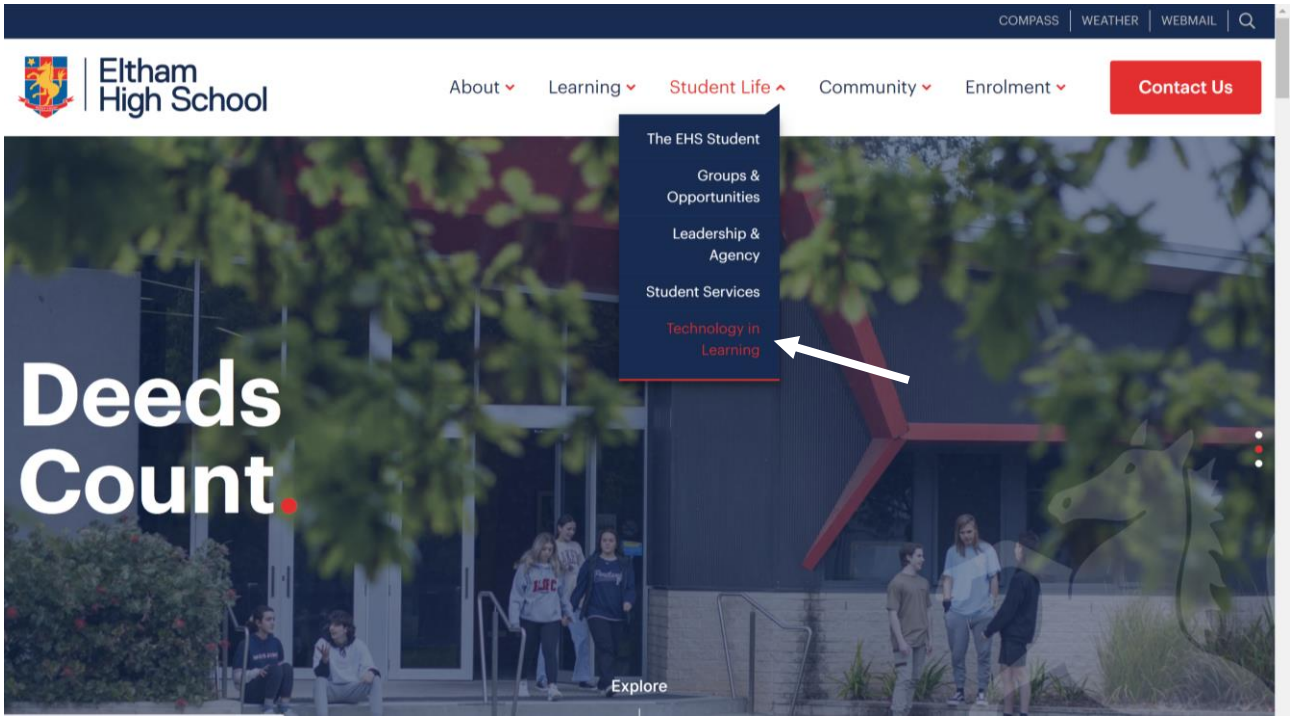
Supplier Details 2025

JBHiFi Education are the preferred supplier for 2025. To access their online store,

1. Visit JB Hi-Fi Solutions BYOD: https://byod.jbhifi.education
2. Use Eltham High's School Code: **EHS2025**
3. Choose your desired Surface Pro model and any accessories (accidental damage protection is highly recommended).
4. Select home delivery or pick-up at your local JB Hi-Fi store.



Additionally, this link can be found on the school website www.elthamhs.vic.edu.au under the



Note: This online store is not the same as the retail arm of JBHiFi.

If you choose to purchase in store, make sure that the package in comparable to what is offered on the JBHiFi Education website.

Often similar instore pricing excludes access to the insurance policy and/or peripherals.

Setting your laptop up for use at EHS

Installing Windows

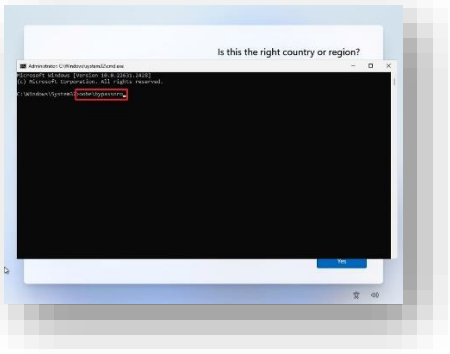
All Windows devices prompt users to set up a Microsoft account when they are first initiating. For your windows device to work well with the Eltham High School (and greater DET) systems, you need to install Windows and create a **local user account.**

Please follow these steps before bringing your device to school.

Note: Please email 7805-helpdesk@schools.vic.edu.au if you have any questions or concerns regarding these instructions (during the school year). We can assist students and parents who need to factory-reset a second-hand device or need adding creating a local account.

To set up your Windows 11 device (on a new device – for the first time), follow these steps:

1. Turn your new device on with the charger connected and charging.
2. **Do not** proceed with the on-screen setup prompts, instead, you will need to open a command window by,
    a. On a Microsoft Surface device pressing together the keys '**Shift** + **Fn** + **F10'**
    b. On any other Windows brand **press 'Shift** + **F10'**

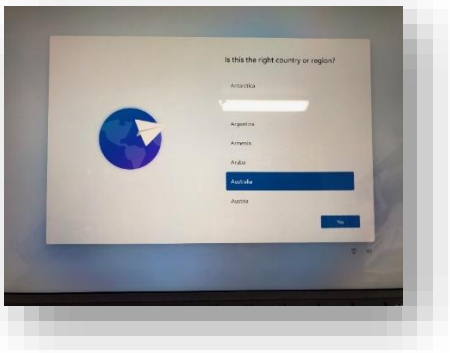


3. In the command window that appears (as per the image to the left) type

    '**oobe\bypassnro'**

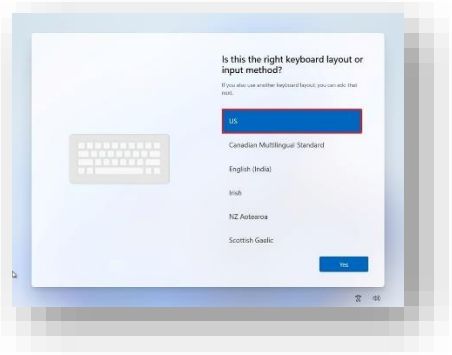
4. Press '**Enter'**.

    Your device will restart and reboot.

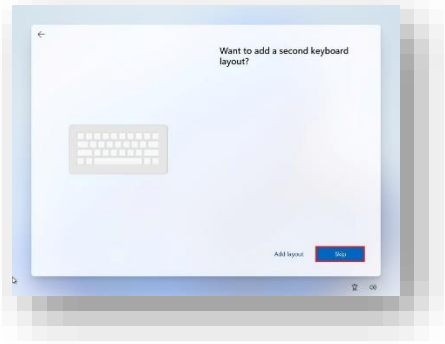


The first pop of box will request you select your country or region (as per the image to the left)

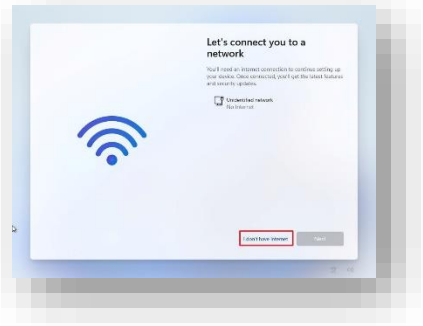
5. Select **Australia** as your region.



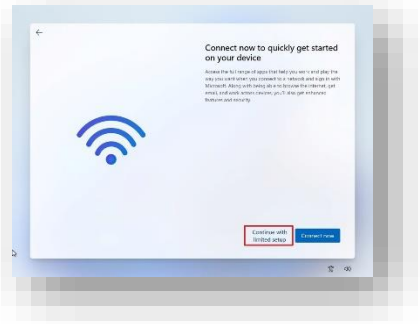
6. Select '**US'** as the layout for your keyboard.
7. Click '**Yes'**.



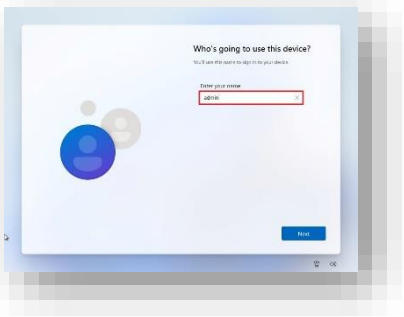
8. Click '**Skip'** when asked to connect another keyboard
9. Click **Yes**.



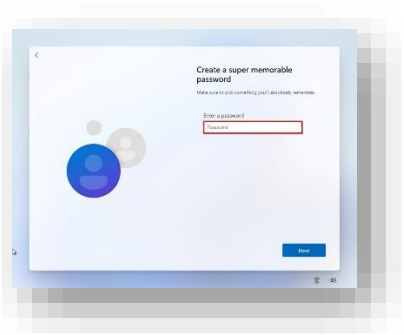
10. Click the '**I don't have internet'** option.



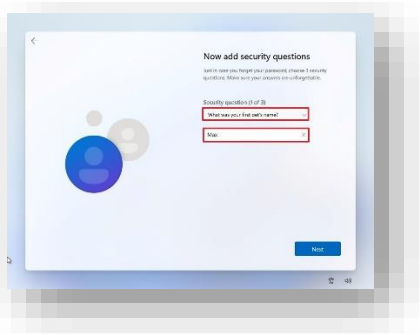
11. Click the '**Continue with limited setup'** option.



12. Select and type in an **account name** for Windows 11.
13. This will be the name of this computer. We recommend you use an identifying avatar such as your child's initials and full surname (eg. a student called John Joe Doe would have the username JJDoe).
14. Click the **Next** button.

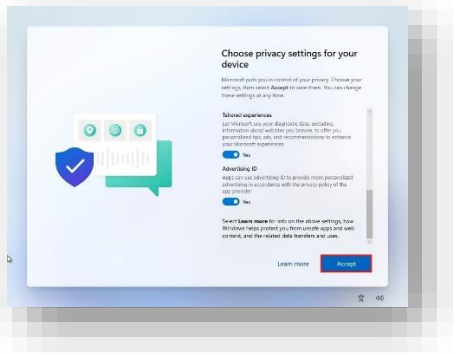


15. Create an account **password**.
16. Click the **Next** button.
17. **Confirm** the account password.
18. Click the **Next** button.



19. Configure **three security questions** in case you need to reset the password. Please ensure that you work with your child in developing these so parents can also reset passwords.

20. Click the Next button.



21. Choose your privacy settings. During setup, you can choose to set up Face ID or a PIN (or both) for added security and easier access. This is entirely optional, but it's a good idea to have a backup way to log into the laptop if needed.

22. Click the Next button.

23. Click the Next button again.

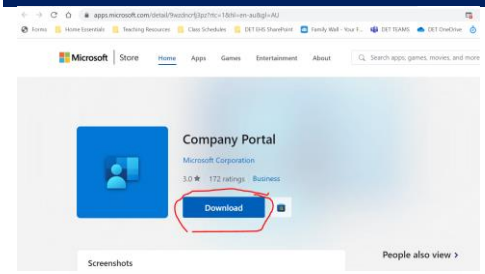
24. Click the Accept button.

Installing Intune and downloading school software

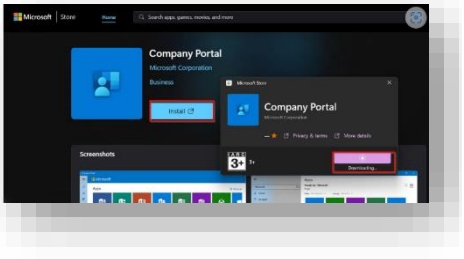
Once you can login to your new computer using a local account (instructions above) you are able to download your school software by following the instructions below.

You can complete these instructions as soon as you receive your learner's EduPass credentials (i.e. @schools email). These will be emailed to parents towards the start of the new school year **as soon as the Acceptable Use Agreement** has been completed and returned.

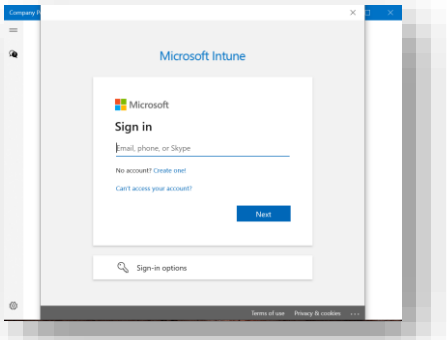
Once you have logged into your computer for the first time and connected to a network:



1. Install the Company Portal app from the Microsoft Store (https://apps.microsoft.com/detail/9wzdncrfj3pz?rtc=1&hl=en-au&gl=AU)

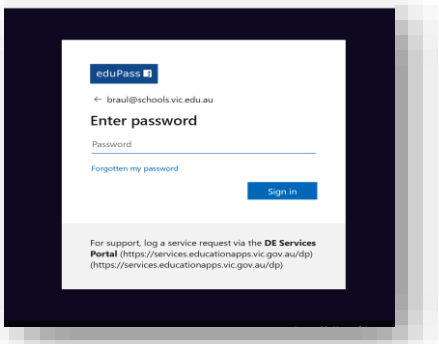


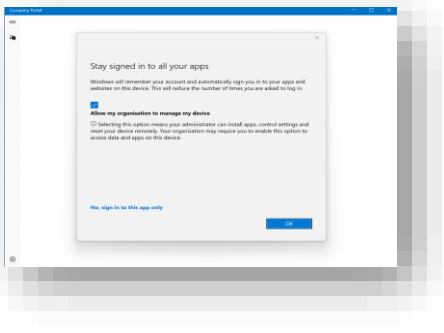
2. Once installed, click **Open**



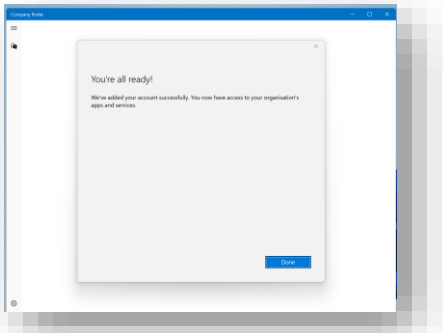
3. Sign into the Company Portal app using your EduPass ID with the following format: **<eduPass ID>@schools.vic.edu.au, f**or example: **abcd1@schools.vic.edu.au**

4. Enter your **EduPass Password**





5. Click on **OK** to stay signed into all your apps.



6. Click **Done**.

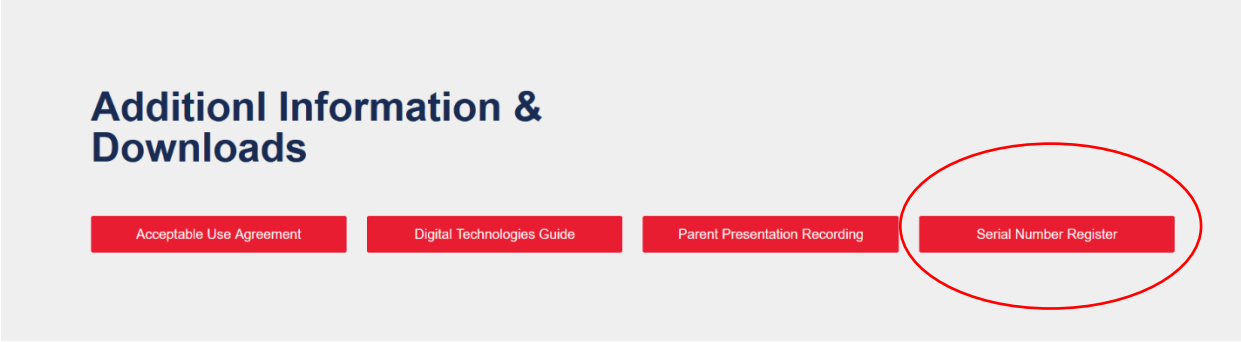
Completing the Serial Number Register

We record your learner's device's serial number on your behalf.

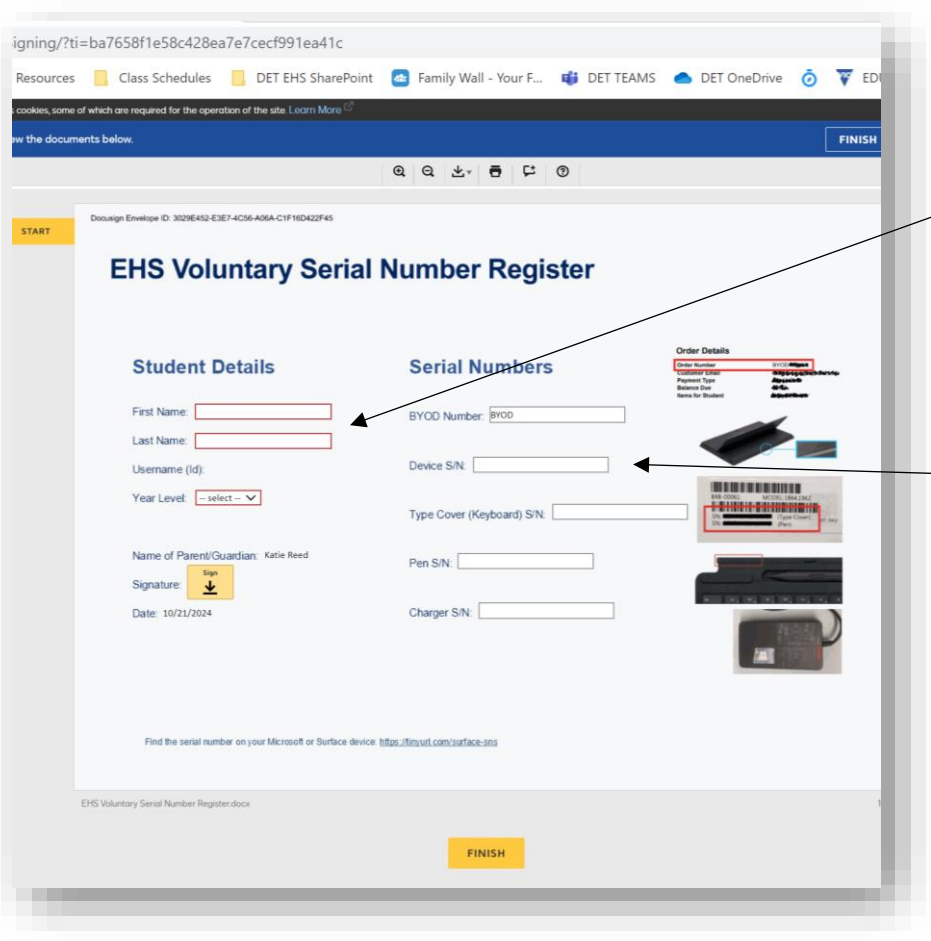
To support your family in tracking your peripheral devices (chargers, mouse, stylus, keyboard) **you can complete** the serial number register so we can return found items to you.

A link to the register can be found on our Digital Technology Website.

- https://www.elthamhs.vic.edu.au/providing-and-managing-digital-technologies/



The link will take you to a Docusign form to complete (as per the image below).



Please report your students name & code as it is seen in Compass.

Add your serial numbers in these fields.

Please use the provided images to help you locate your serial numbers.