



Bring Your Own Device (BYOD) Policy

Purpose:

This policy outlines the expectations and responsibilities for students, parents/carers, and staff regarding the use of personally owned digital devices at Whittlesea Secondary College. It aims to support students learning through safe, responsible, and equitable access to technology.

Scope:

This policy applies to all students from Years 7–12 who participate in the BYOD program, their families, and all College staff involved in supporting digital learning.

Rationale:

The BYOD program empowers students to take ownership of their learning by using familiar, personally selected devices. It supports differentiated learning, digital literacy, and prepares students for tertiary education and the workforce.

Policy:

Acceptable Devices:

Devices must meet the following minimum specifications:

- Laptop with a physical keyboard
- Minimum 8GB RAM and 128GB storage
- Battery life of at least 6 hours
- Wi-Fi capability (5GHz required)
- Operating system: Windows 10/11, macOS 12+, or ChromeOS

Note: Smartphones, iPads, and Tablets are not considered acceptable learning devices at the College.

Responsibilities:

Students must:

- Bring a fully charged device to the College daily
- Use the device for educational purposes only
- Follow the College's Acceptable Use of Technologies Agreement
- Keep their device secure and in good condition



Parents/Carers must:

- Ensure the device meets College specifications
- Support students in maintaining and managing their device
- Review and sign the Acceptable Use of Technologies Agreement on COMPASS and discuss with their student the Agreements.

Whittlesea Secondary College will:

- Provide filtered internet access
- Offer technical support for connectivity issues
- Ensure equitable access to devices for students in need
- Deliver digital citizenship education via the Acceptable use of Technologies class resources.

Acceptable Use of Technologies Agreement:

By enrolling at Whittlesea Secondary College, all students are deemed to have accepted the terms of the Colleges Acceptable Use of Technologies (AUTA). This agreement outlines the expectations for responsible use of digital technologies and applies to all use of personal and College-provided devices on College grounds or during College related activities.

The AUTA includes:

- Guidelines for appropriate and respectful use of digital technologies
- Prohibited behaviours, including cyberbullying, accessing or sharing inappropriate content, and unauthorized use of devices
- Consequences for breaches of the agreement, which may include loss of access privileges, disciplinary action, or other measures as deemed appropriate by the College.
- A consent form to be signed by each student, and a parental consent form to be sent home and signed.

Security and Privacy:

Students are responsible for the physical security of their devices. Devices must not be used to record others without consent. The College is not liable for loss, theft, or damage which is outline in our [Insurance Policy](#).

Equity and Support:

Students who cannot afford a device may apply for school-provided support. The College will ensure no student is disadvantaged.



Virtual Private Networks (VPNs) and Network Security

Whittlesea Secondary College is committed to providing a safe, secure and inclusive digital learning environment for all students. To support student safety and wellbeing, internet access at the College is provided through Department of Education managed networks, security systems and content filtering services.

Students are not permitted to install, access or use Virtual Private Networks (VPNs), proxy services, anonymous browsing tools, or any other software designed to bypass, disable or interfere with the College's network security, monitoring or filtering systems.

These security measures are in place to:

- Support student safety and wellbeing online
- Reduce exposure to inappropriate, harmful or non-educational content
- Protect the integrity and security of College and Department networks
- Enable the College to meet its duty of care and Child Safe obligations
- Support appropriate and responsible use of digital technologies for learning

Students are expected to use College-provided internet access responsibly and in accordance with the Digital Technologies Acceptable Use Agreement, Student Wellbeing and Engagement Policy, and all Department of Education requirements.

Any attempt to bypass network security systems, including through the use of VPNs, proxy services or similar technologies, will be considered a breach of College expectations.

Where concerns arise regarding network security or inappropriate use of technology, the College may:

- Restrict or suspend access to digital services or the College network
- Investigate the use of software or applications that compromise network security
- Require the removal of unauthorised applications or software from student devices before reconnecting to the College network
- Contact parents/carers/kin regarding concerns and required actions
- Implement appropriate responses in accordance with the Student Wellbeing and Engagement Policy and Digital Technologies Acceptable Use Agreement. (see attached Appendix 1)

The College values a partnership with families in promoting safe, respectful and responsible digital citizenship. Parents and carers are encouraged to support students by monitoring device use, discussing online safety, and ensuring that devices used for learning comply with College expectations.



Communication:

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

- Included in staff induction processes
- Available publicly on our College's website
- Included in transition and enrolment packs
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Communicated via COMPASS and email to families.

Further Information and Resources:

The Department's Policy and Advisory Library (PAL):

- [DET Child Safety Policy](#)
- [Digital Technologies Policy](#)
- [DET School Policy and Advisory Guide](#)

Whittlesea Secondary College Policies:

- [Acceptable Use of Technology Agreement \(AUTA\)](#)
- [Insurance Policy](#)

Policy Review and Approval:

Policy last reviewed	March 2026
Consultation	Digital Technologies Team, Principal Executive, School Council
Policy approved	School Council April 2026
Next scheduled review date	March 2028



Appendix 1

DIGITAL TECHNOLOGIES

ACCEPTABLE USE AGREEMENT

STUDENT AGREEMENTS

2026-2027

1. OUR DIGITAL CITIZENSHIP EXPECTATIONS

BE SAFE

I protect personal information and stay safe online.

BE RESPECTFUL

I am kind and show respect to others when using technology.

BE RESPONSIBLE

I am honest, handle technology with care and follow College rules.

ASK FOR HELP

I ask for help if I feel unsure or see something inappropriate.

2. WHAT THE COLLEGE DOES

ONLINE SAFETY

We provide filtered internet and network monitoring to help keep students safe online and meet our Child Safe obligations.

DIGITAL LEARNING

We teach students to be safe, intentional and responsible users of technology, including cybersafety and cyberbullying education.

PARTNERING WITH FAMILIES

We work with parents and carers and provide information and tools to support positive digital habits.

ACCESS TO TECHNOLOGY

We provide access to education platforms including Compass, Microsoft 365, Atomi, Stile, Winc eBooks and IXL.

SUPERVISION

We supervise students using technology in class and follow clear protocols to protect students in online spaces.

INCIDENT RESPONSE

We respond to and manage online incidents and refer serious concerns, including illegal activity, to police.

3. HOW PARENTS AND CARERS CAN HELP

- Establish clear routines**
Set age-appropriate rules for when, where and how technology can be used at home.
- Restrict inappropriate content**
Use parental controls and manage app and device access.
- Talk about online safety**
Discuss privacy, scams, social media and encourage your child to speak up if they feel unsafe.
- Model responsible and balanced use**
Encourage a healthy balance between screen time and offline activities.
- Work with us**
Let your child's teacher know about concerns and stay informed about digital learning.
- Support for parents and carers**
The eSafety Commissioner provides [advice for parents](#) and information about counselling and support services.

4. BYOD AT WHITTLESEA SECONDARY COLLEGE

We operate a Bring Your Own Device (BYOD) program. Devices must meet the minimum requirements to connect to the College network.

MINIMUM REQUIREMENTS

- Intel Core i5 / AMD Ryzen 5 or equivalent
- 8GB RAM
- 256GB SSD
- 13.3" screen or larger
- Wi-Fi 5 (802.11ac)
- Windows 11 or macOS 12+

COLLEGE SUPPORT

- WiFi connection across the College
- Microsoft 365
- Compass access
- Student email account
- Access to educational software and platforms
- Technical support

For a complete list of requirements and recommended devices, please visit the College website.

5. NETWORK SECURITY & VPN USE

VPNs ARE NOT PERMITTED

Why?

- Protect student safety and wellbeing
- Prevent access to inappropriate content
- Maintain the security and integrity of our network
- Support the College's duty of care and Child Safe Standards
- Meet Department of Education requirements

Using VPNs, proxy services or software designed to bypass network security systems is a breach of College expectations and may result in loss of network access and other consequences in line with College policies.

6. YOUR DIGITAL COMMITMENT

STUDENTS AGREE TO:

- ☒ Be safe, respectful and responsible online
- ☒ Use technology for learning
- ☒ Protect passwords and personal information
- ☒ Follow College network and BYOD expectations
- ☒ Not install or use VPNs, proxy services or software that bypasses security systems
- ☒ Ask for help if unsure or concerned
- ☒ Accept that technology use is a privilege that supports my learning

PARENT/CARER/KIN ACKNOWLEDGE:

- ☒ I have read the Acceptable Use Agreement
- ☒ I understand the College's expectations
- ☒ I will support my child to use technology responsibly
- ☒ I understand that internet access is provided for educational purposes
- ☒ I acknowledge that consent will be recorded through Compass

CONSENT REQUIRED

Parent/carer/kin are required to review and discuss this document with their child and then provide online acknowledgement and consent to this agreement:

Read Agreement
Review the information and expectations.

Acknowledge Expectations
Confirm you understand and support these expectations.

Provide Consent
Consent will be recorded electronically through Compass.

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