



**PRAHRAN
HIGH
SCHOOL**



Prahran High School

DIGITAL DEVICE PARENT INFORMATION

2025

PHS 1-1 BYOD Notebook Program

Prahran High School understands that digital technologies provide students with rich opportunities to support learning and development in a range of ways.

By embracing digital technologies, students benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with, and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration (local and global) and communication.

We believe that the use of digital technologies at school allows the development of valuable skills and knowledge, preparing students to thrive in a dynamic, connected and ever-changing world. Our school's vision is to empower students to use digital technologies to achieve their personal best, often leading them to opportunities we can't even imagine yet. Our vision is to equip young people to contribute positively to society as happy, healthy young adults.

Prahran High School works extensively with staff and students to integrate student devices within the curriculum, making them a valuable teaching and learning tool in the classroom. We do not use textbooks in most 7-10 subjects and therefore expect all students to have access to a device on a 1-1 basis to support access to curriculum resources.

PHS PREFERRED DEVICE OPTIONS with specifications:

Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with [Learning with Technologies](#) who offer discounted prices for the lease or purchase of devices for our students.

1. **Lenovo 500w Yoga**

Gen 4

Intel N200
8GB DDR4
256GB SSD
12.2" touch screen
Active Stylus
Integrated keyboard
10hrs battery life
1.28kg weight
Front and rear facing camera
Microsoft Windows 11 Pro Academic
Intel AX Wireless 6

2. **Lenovo ThinkPad L13**

Yoga Gen 4

Intel Core i5
16GB DDR4
256GB SSD
13.3" touch screen
Active Stylus
Backlit keyboard
10hrs battery life
1.32kg weight
Front and rear facing camera
Microsoft Windows 11 Pro Academic
Intel AX Wifi 6e

3. **Lenovo ThinkPad L13**

2-in-1 Gen 5

Intel Core Ultra 5
16GB DDR4
256GB or 512GB SSD
13.3" touch screen
Active Stylus
Backlit keyboard
10hrs battery life
1.32kg weight
Front and rear facing camera
Microsoft Windows 11 Pro Academic
Intel AX Wifi 6e

Consideration is given to the following criteria:

- affordability
- reliability
- robustness
- technical considerations
- weight and battery life
- warranty and insurance – 3yr onsite warranty and battery*

Option 1 is our standard preferred device that is suitable for the core learning curriculum for Years 7 – 9.

Options 2 & 3 are for consideration to support Senior School subject selection that are technology, Art, and/or IT based.

*Accidental impact damage and liquid spills is covered under the 3 year warranty with \$100 excess per claim (maximum 3 claims per year). Notebook will be replaced when deemed uneconomical to repair. PHS IT employees do not have any involvement in the assessment of warranty claims.

DEPARTMENT OF EDUCATION LAPTOP IMAGE AND SOFTWARE LICENSING

PHS IT employees are responsible for the install of the Department of Education laptop image which encompass all software and licencing required for the standard secondary curriculum and include Windows 11, MS Office Suite, and Adobe Suite. These are subject to licence conditions so must not be deleted or altered.

ORDERING AND PAYMENT

Notebooks can be ordered directly through our [Learning with Technologies PHS portal](#) Finance is available through Learning with Technologies only.

Orders must be placed no later than 5th January, 2025.

Bulk delivery is directly to PHS for imaging and software installation prior to distribution to students which will occur within the first week of Term 1, 2025 (not on day 1 of Term 1).

Orders received after 5th January, 2025 will incur a delivery fee and will be distributed during week 2 or later.

Technical Specifications for Other BYOD devices

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at Prahran High School, please ensure that it complies with the following specifications:

- Processor: current generation Apple or Intel processor with minimum 3.3 ghz capability
- RAM 8GB minimum (16GB is preferred for students undertaking design/media studies)
- Screen size 12" minimum
- Hard Disk Drive: Minimum 256GB
- GPU: 8GB processor is recommended
- Battery life: 10-12hrs
- Full-size, physical keyboard attached to the notebook

Highly recommended device features:

- Screen protection
- 3 year Insurance
- Up-to-date antivirus and security software
- At least one HDMI or display port

Note: iPads and Chromebooks are not suitable for secondary education.

ACCESS, EQUITY AND INCLUSION








Students unable to participate in the BYOD program can access our student loan notebook bank. This is in the library and is to be borrowed prior to commencement of the first learning session and the device must be returned at the end of each school day. Loan devices cannot be taken off school premises due to insurance coverage.

Appendix A: PHS Student Acceptable Use Agreement

Our commitment to the responsible use of digital technology






At Prahran High School we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

WHAT WE DO:

	<p>We set clear expectations</p> <ul style="list-style-type: none">- We have clear expectations about appropriate conduct using digital technologies.- Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours.- We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <p>We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</p>
	<p>We partner with families</p> <p>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.</p>
	<p>We provide access to technology</p> <p>We provide access to educational software for students to use. We create student email accounts which are non-identifiable.</p>
	<p>We supervise digital learning</p> <ul style="list-style-type: none">- 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
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none">- 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.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none">- 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.

HOW PARENTS AND CARERS CAN HELP

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p><i>Establish clear routines</i></p> <p>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:</p> <ul style="list-style-type: none"> - 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.
	<p><i>Restrict inappropriate content</i></p> <ul style="list-style-type: none"> - Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content. - Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	<p><i>Talk about online safety</i></p> <ul style="list-style-type: none"> - Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media. - Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	<p><i>Model responsible and balanced technology use</i></p> <ul style="list-style-type: none"> - Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.* - Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	<p><i>Work with us</i></p> <ul style="list-style-type: none"> - Let your child's teacher know about concerns you have regarding their technology use - Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).

Behavioral Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in lockable storage when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

Prahran High School will provide the following technical support services for personal devices brought to school:





- *Support to access DE software and other curriculum applications determined by teaching staff.*
- *Connecting devices to the internet*
- *Providing student log-in credentials to access the schools network, including a school email account*

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our IT staff at prahran.hs@education.vic.gov.au

Expectations of Students

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

<p>Be safe</p> 	<p><i>At Prahran High School, we protect personal information and keep safe online.</i></p> <p>We do this by:</p> <ul style="list-style-type: none">- Not sharing our password or using someone else's username or password.- Logging out of our devices when they are not in use.- Restricting the personal information we post online, including images and videos.
<p>Be respectful</p> 	<p><i>At Prahran High School, we are kind and show respect to others when using technology.</i></p> <p>We do this by:</p> <ul style="list-style-type: none">- Acting with kindness and never bullying or impersonating others online.- Thinking about how our words might make others feel before we say or write them.- Only taking photos or recordings of others when they are aware and have given us permission to do so.- Seeking permission before sharing others' information online.- Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
<p>Be responsible</p> 	<p><i>At Prahran High School, we are honest, handle technology with care and follow the school rules.</i></p> <p>We do this by:</p> <ul style="list-style-type: none">- Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.- Following the terms and conditions of any digital tool we use.- Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.- Turning off and securely storing our mobile phone during school hours.- Ensuring a healthy balance between screen time and offline activities at school.
<p>Ask for help</p> 	<p><i>At Prahran High School, we ask for help if we feel unsure or see something inappropriate.</i></p> <ul style="list-style-type: none">- We do this by talking to a teacher or a trusted adult if:- We feel uncomfortable or unsafe.- We see others participating in unsafe, inappropriate, or hurtful online behaviour.- We notice any damage to school technologies.- We need help understanding about a digital tool or how it can be used.

Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

INSTRUCTIONS

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and return it by no later than 8th February 2025
- Completed agreements can be uploaded via the school's online portal.

Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Prahran High School when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

(Student's signature)

(Date)

Parent/Guardian Acknowledgement

(Parent/carer name)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

