

Warragul Regional College Laptop Program & Acceptable Use Agreement



Laptop information

Digital Learning at Warragul Regional College

Digital learning is a core and compulsory component of the curriculum at Warragul Regional College, supporting students to become active, connected, and independent learners. Students are expected to use their laptops extensively across all subjects to access learning materials through our Learning Management System, complete assessments, conduct research, view their reports and timetables via Compass, communicate with teachers, and engage in a wide range of educational activities.

To fully participate in the learning opportunities provided at the College, it is essential that every student has access to their own laptop computer.

What Is the Right Device for Students?

At Warragul Regional College, we are committed to supporting families in making informed decisions about the most suitable device for their child's learning needs.

When selecting a device, parents and carers should consider the following:

- **What will the student use the device for?**
Is it for general classroom use, or will they be studying subjects that require more demanding software, such as Visual Arts or Media?
- **Is the device capable and robust enough?**
Can it handle the daily workload, and is it built to last under regular use?
- **Do I need extended warranty coverage?**
Devices are used heavily—consider a warranty that covers at least three years.
- **Should I get accidental damage insurance?**
Accidents do happen, and repair costs can be significant.
- **Is the device compatible with the school's systems?**
Devices must meet the school's minimum specifications.
- **What support does the school provide?**
The College offers assistance through its approved device portals and support channels.

How Will the Student Use Their Device?

All students at Warragul Regional College use their devices daily across every subject. Laptops are essential for accessing:

- **Canvas**, our Learning Management System (LMS), where students access resources, submit tasks, and receive feedback.
- **Compass**, our School Management System, used to check timetables, attendance, reports, and communication.

To effectively engage with learning, students need a device that meets the school's minimum specifications. Most classroom activities require only a web browser, but some subjects—particularly in the Arts or Technology—require additional programs like the Adobe Creative Cloud suite. These programs demand higher processing power and more memory.

Students must also manage their device's storage, ensuring it is free from unnecessary files such as games or videos, as schoolwork may involve multimedia files (e.g. video, audio, and text).

What Devices Are Suitable and Robust Enough for Student Use?

A student's laptop must be reliable, durable, and portable. It will be used for over six hours a day, five days a week, and must withstand regular transportation between home and school.

Based on our experience, we recommend:

- **A high-quality device with at least a three-year warranty.**
- **Accidental damage insurance**, as broken screens and other mishaps are common and often costly.
- **Regular access to a working device**, even when the primary one is being repaired. Falling behind due to lack of access is a serious risk.

Repairs and warranty claims—even under coverage—take time. The device's durability and the speed at which it can be serviced are important considerations. Each year, the College supports more than 50 accidental damage claims and over 40 warranty-related issues for student laptops.

For this reason, we strongly encourage families to consider purchasing through the College's recommended device portals, outlined. These options have been selected for their compatibility, reliability, and support arrangements, ensuring students and parents have timely access to assistance when needed.

What Device Options Are Available?

While there is a wide range of devices available on the market, it is essential that families select a device that not only fits their budget but also meets the learning and subject-specific needs of the student.

To support this, Warragul Regional College provides access to recommended device portals. These portals offer a selection of laptops that have been reviewed and approved to meet the College's curriculum, software, and technical requirements.

Parents and guardians have two main options:

- **Purchase a device via one of the College's recommended portals**, where devices are pre-checked for compatibility and support.

- **Purchase from a trusted external retailer**, ensuring the device meets the minimum specifications outlined by the College.

Please note:

While the College's IT department strives to assist all students, **only limited technical support can be provided for devices not purchased through the recommended portals.**

Choosing a suitable device through the approved channels ensures a smoother experience for both students and families, particularly when it comes to accessing support, warranty services, and software compatibility.

Minimum System Requirements

Processor (CPU): Dual-core 1.5 GHz (x86 architecture)

Memory: 8 GB RAM

Battery Life: Minimum of 6 hours

Storage: 256 GB hard drive or SSD

Network (Wi-Fi): Integrated 802.11b/g/n/ac

Operating System: Windows 11 (x86) or macOS

Important Notes

Warragul Regional College **does not support** the following device types:

- Tablets (including iPads and Android tablets)
- Chrome OS devices (Chromebooks)
- Windows devices using ARM processors
- Windows S-Mode

Condition of Wi-Fi and network access

To connect to and use the school provided WiFi, all parents/guardians and students **must** agree to the Warragul Regional College acceptable use policy and have their devices setup by Warragul Regional College I.T Department so they align with the policies set out by the school and Victorian Government. These include but are not limited to:






1. WRC Acceptable Use Agreement
2. Victorian Child Safe Standards Policy
3. Victorian Digital Learning in Schools Policy
4. Victorian Cybersafety and Responsible Use of Digital Technologies Policy



Information for parents

Our commitment to the responsible use of digital technology

At Warragul Regional College 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> <ol style="list-style-type: none">1. We have clear expectations about appropriate conduct using digital technologies.2. Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours.3. 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> <ol style="list-style-type: none">1. 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>We partner with families</p> <ol style="list-style-type: none">1. 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>We provide access to technology</p> <ol style="list-style-type: none">1. We provide access to educational software for students to use.2. We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ol style="list-style-type: none">1. We supervise students using digital technologies in the classroom, consistent with our duty of care.2. We use clear protocols and procedures to protect students working in online spaces

	<p>We take appropriate steps to protect students</p> <ol style="list-style-type: none"> 1. 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. 2. 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> <ol style="list-style-type: none"> 1. 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. 2. 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>Establish clear routines</p> <ol style="list-style-type: none"> 1. 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: 2. Requiring devices to be used in a common area, such as a living room or study area 3. Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	<p>Restrict inappropriate content</p> <ol style="list-style-type: none"> 1. Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content. 2. Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	<p>Talk about online safety</p> <ol style="list-style-type: none"> 1. Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media. 2. Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	<p>Model responsible and balanced technology use</p> <ol style="list-style-type: none"> 1. Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*

	<ol style="list-style-type: none"> 2. Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	<p>Work with us</p> <ol style="list-style-type: none"> 1. Let your child’s teacher know about concerns you have regarding their technology use 2. 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:**

1. **no more than 2 hours of sedentary recreational screen time per day**
2. **avoiding screen time 1 hour before sleep**
3. **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](#).

For students

What we expect

Below are our expectations of students at Warragul Regional College when using digital technologies.

<p>Be safe</p> 	<p><i>At Warragul Regional College, we protect personal information and keep safe online.</i></p> <p>We do this by:</p> <ol style="list-style-type: none"> 1. Not sharing our password or using someone else’s username or password. 2. Logging out of our devices when they are not in use. 3. Restricting the personal information, we post online, including images and videos.
<p>Be respectful</p> 	<p><i>At Warragul Regional College, we are kind and show respect to others when using technology.</i></p> <p>We do this by:</p> <ol style="list-style-type: none"> 1. Acting with kindness and never bullying or impersonating others online. 2. Thinking about how our words might make others feel before we say or write them. 3. Only taking photos or recordings of others when they are aware and have given us permission to do so.

4. Seeking permission before sharing others' information online.
5. Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.

At Warragul Regional College, we are honest, handle technology with care and follow the school rules.

We do this by:

1. Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.
2. Following the terms and conditions of any digital tool we use.
3. Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.
4. Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.
5. Turning off and securely storing our mobile phone during school hours.
6. Ensuring a healthy balance between screen time and offline activities at school.

Be responsible



At Warragul Regional College, we ask for help if we feel unsure or see something inappropriate.

We do this by talking to a teacher or a trusted adult if:

1. We feel uncomfortable or unsafe.
2. We see others participating in unsafe, inappropriate, or hurtful online behaviour.
3. We notice any damage to school technologies.
4. We need help understanding about a digital tool or how it can be used.

Ask for help



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

1. 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.
2. Complete the agreement, including parent/carer acknowledgement and please return it to general office.



Student Agreement

(Student name)

I understand and commit to uphold the expectations on me as a student at Warragul Regional College when using digital technology.

I will do my best to:

1. **be safe** to protect personal information and keep safe online.
2. **be respectful** and kind to others when using technology.
3. **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
4. **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.

I acknowledge that the Warragul Regional College IT Department reserves the right to retain and inspect my device if a suspected security breach or policy violation is identified.

(Student's signature)(Date)

Parent/carer acknowledgement

(Parent/carer name)

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

I acknowledge that the Warragul Regional College IT Department reserves the right to retain and inspect my Child's device if a suspected security breach or policy violation is identified.