MICROSOFT OFFICE 365

PRIVACY AND CONSENT INFORMATION - 2026

Help for non-English speakers

If you need help to understand the information in this policy, please email the General Office cranbourne.east.sc@education.vic.gov.au

PURPOSE

Our school uses **Microsoft 365** as the sole platform for learning, communication, and collaboration. This includes Outlook (email), Teams (video and chat), OneDrive (file storage), and Office apps (Word, Excel, PowerPoint, OneNote). These tools allow students to learn, share work, and communicate both at school and at home.

KEY TERMINOLOGY

Microsoft 365	**Digital Technologies**	**Acceptable Use Agreement:**	**eSafety Commissioner**	**Cyberbullying**
Short for Microsoft 365—a suite of tools including Teams, Outlook, OneDrive, Word, and used for communication and productivity at CESC.	Digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.	The school's rules for using digital technologies safely and responsibly. All students must follow this agreement.	Australia's independent regulator for online safety. The eSafety Commissioner provides advice, resources, and support to help children, young people, and families have safer online experiences, and has powers to investigate and respond to serious online harm.	Bullying behaviour carried out using digital technologies (e.g., messages, email, social media, online chat, or video)

Safe and Appropriate Use of Digital Technologies

DIGITAL SAFETY AT CESC

Cranbourne East Secondary College's use of Microsoft 365 is compliant with the Department of Education's Securing Connected Learners (SCL) policy. This policy supports safe, reliable, and consistent digital learning environments across Victorian schools.
https://www2.education.vic.gov.au/pal/technologies-ict-services/resources

Our school is committed to using digital technologies in ways that prioritise learning, wellbeing, and safety. In line with Department guidance, we (CESC) will:

- **Use digital technologies intentionally** – balancing teaching and learning with and without devices and using technology in carefully considered ways that support student outcomes while reducing risks.
- **Review digital technologies regularly** – including how well they support learning and wellbeing, protect privacy and safety, and whether new features or changes present opportunities or challenges.

- **Embed online safety education** into curriculum planning, so students build the skills to navigate the digital world confidently and safely.

- **Work in partnership with parents/carers** – ensuring families are aware of expectations for respectful online behaviour when interacting with school staff.

- **Use clear, accessible language** – making our Acceptable Use Agreement easy to understand, culturally appropriate, and available in translation where needed, using the Department's Interpreting and Translation Services.

ACCEPTABLE USE AGREEMENT AT CESC

Our school's **Acceptable Use Agreement (AUA)** is guided by the Department of Education's policy and sets out clear expectations for safe and responsible use of digital technologies.
https://www2.education.vic.gov.au/pal/digital-learning/policy

Students at CESC are expected to:

- Use Microsoft 365 and the school network for learning purposes only.
- Act responsibly and respectfully towards themselves, others, and the school as the provider of internet access.
- Protect their own privacy and the privacy of others.

Consequences
Students who act irresponsibly, or disregard their obligations, may face sanctions under the school's Acceptable Use Agreement (AUA). This may include restricted access to technology, parent meetings, or further disciplinary action.

Important: Students must not use their laptop device or the school network in breach of any law or to commit an offence.

DIGITAL TECHNOLOGIES AND STUDENT WELLBEING AT CESC

Developing strong digital literacy skills is essential for students' learning, wellbeing, and future opportunities. Responsible and confident use of technology supports:

- safe and respectful participation online
- positive wellbeing through balanced and informed digital practices
- the development of the VTLM 2.0 foundational skills that underpin success at school and beyond. https://f10.vcaa.vic.edu.au/foundational-skills/digital-literacy

Our approach to digital learning ensures that students build the skills they need to engage safely, respectfully, and productively in an increasingly digital world.

STUDENT RESPONSIBILITIES AT CESC

Students must always follow the school's Acceptable Use Agreement. Key expectations are:

- Communicate respectfully
- Protect personal information
- Look after yourself and others online

ONLINE SAFETY AT CESC

- Student use of Microsoft 365, and other digital technologies, is supervised during school hours and monitored by staff.
- A "Report Abuse" function is available in Teams, and students are encouraged to report concerns either through this feature or directly to their teacher.
- Issues such as cyberbullying will be addressed in line with the school's Wellbeing and Bullying Prevention policies.
- Parents can find extra support at: https://www.esafety.gov.au

DIGITAL TECHNOLOGY AT CRANBOURNE EAST SECONDARY COLLEGE

INFORMATION FOR PARENTS

Our commitment to the responsible use of digital technology

At Cranbourne East Secondary 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:

	We set clear expectations • We have clear expectations about appropriate conduct using digital technologies. • Our **Mobile phone policy** *https://www.cesc.vic.edu.au/wp-content/uploads/2022/09/Moble-Phone-Policy-2024-2026.pdf* 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**. *https://www.cesc.vic.edu.au/wp-content/uploads/2022/04/Student-Wellbeing-and-Engagement-Policy-2024-2026.pdf*
	We teach appropriate conduct • 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.
	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 for students to use. ○ Microsoft 365 (Word, Excel, PowerPoint, Teams etc) • We create 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.

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.

	Establish clear routines
	• *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:*
	  ○ 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 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).*
	Talk about online safety • *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.*
	Model responsible and balanced technology use • *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.*
	Work with us • *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 **(https://www.esafety.gov.au/parents)**, and outlines available counselling and support services **(https://www.esafety.gov.au/about-us/counselling-support-services).**