

ICT RESOURCES ACCEPTABLE USE POLICY

RATIONALE

ICT (Information and Communications Technologies) encompasses all electronic devices and systems which are used to manipulate or communicate data. Examples (a non exhaustive list) of devices and systems are given below:

- Devices: computers, mp3 players, mobile phones, digital cameras, tablets (e.g. iPad, Android, Surface) and photocopiers.
- Systems: internet, email, intranet, Simon, and social networks (e.g. Facebook)

The availability of such resources provides the opportunity for the College to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety. In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITIONS

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Discrimination and *Bullying* means unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: ‘Harassment, in Schools’ and Statement 2-D6 ‘Dealing with Bullying and Harassment (Students)’.

PRINCIPLES

1. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.
2. Access to ICT is provided to students as a privilege and students have a responsibility to use it in accordance with the expectations of the school as set out in this policy.
3. The use of school ICT, including the internet and email, by students shall not be contrary to relevant State and Commonwealth laws.
4. As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.

PROCEDURES

1. Students may only use College ICT resources if authorised to do so by College staff.
2. College ICT resources may only be used for educational purpose as instructed by College staff.
3. Devices outside the College Notebook Programme (e.g. mobile phones, iPads, tablets, digital cameras, mp3 players, etc.) may not be used during school hours unless by permission of a teacher whilst under their direct supervision.
4. Students require teacher permission to use the College Notebook Programme device at school outside of class time.
5. The following offensive material or conduct is strictly not permitted and will be dealt with in accordance with the *Behaviour Support Model* and in some instances may result in the College involving the Police or other government agencies:
 - a. infringing a person’s copyright or other intellectual property rights
 - b. defaming of a person or an organisation
 - c. containing sexually explicit, indecent, obscene or pornographic material

- d. discriminating against a person on the basis of, for example; sex, race, religion, disability or age
- e. dealing with a person's personal information in a way that breaches privacy laws
- f. racial harassment or inciting racial hatred
- g. harassment or bullying
- h. introducing or passing on malicious software (e.g. virus)
- i. breaching of school security
- j. disruption to the school's networks
- k. constituting a 'cybercrime'
- l. any other act or material otherwise contrary to school rules or policy

ADDITIONAL INFORMATION

1. Saving on College Network:
 - a. All files are to be saved in the student's personal directory on S:\ drive.
 - b. Only College related educational material is to be saved in this directory.
2. External Storage Devices (e.g. USB drive, mobile phone, mp3 player, etc.):
 - a. May only to be used with teacher permission.
 - b. Must not contain materials which breach College procedures or policy.
 - c. Are subject to monitoring by the College.
 - d. Students are required to back up their work regularly on an external device.
3. Printing:
 - a. All students are allocated a print allowance and when this is reached printing will cease until the allowance is replenished.
 - b. The PaperCut Utility, accessible via Simon can be used to check remaining credit.
 - c. The print allowance may be supplemented (minimum of \$2) at the Library Loan Desk, the new balance being available within 24 hours.
4. Internet:
 - a. All students are allocated a download allowance and when this is reached the Internet will not function until the allowance is replenished.
 - b. The download allowance may be supplemented (minimum of \$2) at the Library Loan Desk, the new balance being available within 24 hours.
 - c. "Download" refers to all material that appears on the screen or is saved.
5. Email:
 - a. All students are provided with a College based email address.
 - b. When using this address you are representing the College and as such it should only be used for curriculum related purposes.
 - c. Using public web based email is not allowed.
6. College Notebook Programme Device
 - a. Students are expected to have their Notebook fully charged at the beginning of each school day.
 - b. The protective case provided must be used to transport of the Notebook to and from school and to and from classes.
 - c. Students are required to report damage to their College Notebook and submit it for necessary repairs according to the College Notebook Hire Agreement.