

ICT Acceptable Usage Policy



Purpose

'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at Simonds Catholic College because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between Simonds Catholic College and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at Simonds Catholic College are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. Simonds Catholic College, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Rationale

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at Simonds Catholic College in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the Simonds Catholic College community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the school. This policy does not apply to the curriculum content or the expected standards of usage by

students or staff in the school. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

Definitions

Computer is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

Device refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

Email means the system that enables users to send data over the internet using computers and mobile devices.

ICON means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

Internet means the system of interconnected networks that connects computers for data transmission and storage.

Intranet refers to a local system of computers enabling students and staff to communication and share information within their school community.

Mobile devices refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

Network services means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

Parents includes parents, guardians and carers.

Social networking means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

Staff means salaried, voluntary and contracted persons.

Students means those students enrolled at Simonds Catholic College.

Website is an internet based page or series of pages grouped together and managed by a person or group.

Principles

The use of digital technologies within our school by staff and students at Simonds Catholic College is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used

- inappropriate online behaviour, including cyberbullying, will not be tolerated.

Policy

Internet and Network Access

Access to internet and network services are provided by MACS to staff and students of Simonds Catholic College for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at Simonds Catholic College will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Simonds Catholic College may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

Expectations of users

All students and staff at Simonds Catholic College are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever Simonds Catholic College equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by Simonds Catholic College against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students used by Simonds Catholic College

Duty of Care

In order to educate students to be safe, responsible and ethical users of digital technologies Simonds Catholic College will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams.

Monitoring

Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

Staff

An authorised person (e.g. a principal, a regional manager or other MACS staff member) can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to MACS information and communication networks from viruses and intrusions, current virus screening software is to be activated, and where appropriate, passwords are to be used by staff and students of Simonds Catholic College. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or

MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

Email

Email service is provided for educational and administrative purposes. Staff and students at Simonds Catholic College must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, school phone number and postal address. Simonds Catholic College advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Simonds Catholic College may create, or have created, a website with the approval of the principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

Acceptable Use Agreement



ICT Acceptable Use Policy

Student Responsibilities

This Policy applies to all users of computing resources owned or managed by Simonds Catholic College. The use of a student network account must be in support of their education and consistent with the educational objectives of the College. While exercising their privileges to use the Internet as an educational resource, they shall also monitor and accept the responsibility for all material received. Student users are not to use the network for wasteful or frivolous purposes.

General Use

I understand that I must:

- bring my ICT device to school each day fully charged. (Chargers will not be available at school)
- keep my device in the supplied case with all identifying labels intact
- keep my device in my locked locker when not needed in class and during recess and lunch time
- not use my device when travelling between classes or while waiting to enter a class
- use my device for my own educational purposes, both at home and at school. My device may be used for limited personal use but not for commercial use (e.g. you cannot use your device for a part-time job)
- use my device for my educational purposes. I will not allow anyone else to use my device for their own purposes, including family members and friends
- backup all necessary data/files. I will make regular backups of my work in the mornings when I arrive at school and in the afternoons before I leave.

Care Instructions

It is important that you take good care of your device to keep it working well. Following these easy steps will ensure that your device lasts longer and requires less maintenance.

- Avoid using your device on soft surfaces (e.g. lounge, bed, carpet) as it can cause it to overheat
- Avoid dropping or bumping your device
- If the device has a stylus, always return it to the storage compartment after use
- Do not leave your device in an area that may get very hot, or in direct sunlight (e.g. inside a car)
- Do not get your device wet as this can be a safety hazard
- Follow all instructions given by your teachers and IT staff, including downloading updates at school then running the programs at home in the evening when your device is charging
- Always carry your device in your backpack and case for transporting to and from school
- Care should always be taken – even when in protective covering
- Do not wrap the power cord around the adaptor
- Only use the supplied power adaptor with your device
- Gently brush the keyboard with a soft brush to remove dirt.

Student declaration

When I use digital technologies and internet I agree to be a cyber smart, responsible and ethical user at all times, by:

- respecting others and communicating with them using appropriate language; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- understanding all data from or being received through the College network account or being stored on the College network should be considered NON-PRIVATE. Please note that this includes Email.

- ensuring that when emailing other students and staff I use the school provided email address eg; student@sccmelb.catholic.edu.au
- speaking to a staff member or trusted adult if I personally feel uncomfortable or unsafe online
- reporting to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use for online services (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs and apps, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.

In addition, when I use my personal devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times(except when approved as part of a lesson); only making or answering calls or messages before or after school
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Misuse of Privileges and Consequences

The use of the network is a privilege, not a right. All users are held responsible for their actions and activity, as outlined in the student declaration. A breach of this policy will result in the cancellation of those privileges. The College may disable an account and confiscate a device at any time as required while any breach of this policy is investigated. The College will deem what is inappropriate use and that decision is final.

I understand if the above conditions are not followed, I will be at risk of losing the privilege of using the ICT device.

Student Name:

.....
Student Signature:

.....
Homeroom Teacher Signature:

.....
Date:

Students

Simonds Catholic College provides students and parents/guardians with the following:

- a copy of Simonds Catholic College 's Acceptable Use Agreement
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian and school representative before the student is given access to, and use of, a school's internet, network services and devices.

Staff

Staff are required to use the internet and network services in accordance with this and other policies. Simonds Catholic College provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- [school name] Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student and Learning Technologies
Approving authority	MACS Executive Director
Assigned board committee	Education Policy and Strategy
Risk rating	High
Approval date	14 September 2022
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Related documents	ICT Acceptable User Agreement – Staff ICT Acceptable User Agreement – Students
Superseded documents	ICT Acceptable Use Policy – v1.0 – 2021
New policy	