



Policy Title:	STUDENT ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY POLICY
Policy Domain & Number:	
Effective as at:	1 February, 2016
Last Revised:	28 th July 2016
Responsibility for this Policy:	DoTL
Review Date:	

1. Policy Statement

The following policy is inclusive of all Information and Communication Technologies (Hardware, Software, Communication, Actions and Data) used at the college, within college systems/licencing, as a member of the college and/or property of the college. It therefore is inclusive of personally owned devices such as laptops, tablets and mobile phones. Unique and particular guidelines and regulations that apply to our BYOD program are detailed within the BYOD User Agreement.

St. Dominic's College wishes to encourage the use of Information and Communication Technology (ICT) in serving its *Learning Statement*. The purpose of the school computer network is to facilitate **educational use** of the Internet, software applications, technology and the school Intranet through the provision of: units of work, access to resources, collaborative and student led learning.

Use of ICT is a requirement that comes with responsibility in using ICT in a responsible, efficient, ethical and legal manner. All actions undertaken by an individual's account or on their device is the direct and explicit responsibility of that individual.

2. Statement of Principles

The School has an expectation that students are responsible users who will:

- Respect the Catholic values of our School.
- Use the resources and infrastructure to improve their learning and positively contribute to the learning environment.
- Knowingly view and use only what the School community considers appropriate and acceptable material. Will never include any inappropriate ¹ material or correspondence.
- All college systems and environments are monitored and moderated by the college.
- Accept the limits the School places on the type of internet sites and security structures which may be used.
- All ICT use is undertaken under the guidance and leadership of teaching staff. Teacher leadership will modify the use of ICT in required circumstances.

¹ Inappropriate content: Content that is considered unsuitable (as per content classifications) or harmful to students. It includes, but is not limited to; material that is pornographic, that promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation.

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- For the purpose of learning, teachers may allow students to utilise personal devices in class. Failure to comply will result in disciplinary action in accordance with our *Pastoral care and Discipline Policy*
- All material published on the SDC network are copyrighted. Normal copyright laws apply to any sites accessed through intranet links or as a result of research for school units of work. See *Copyright guidelines and support*

3. Processes

Any breach of this policy is attended to by the college Pastoral Care and Discipline Policies by the teacher. Ongoing areas of concern with the KLA is supported by the KLA Coordinator and may be referred to the Pastoral Coordinators in cases of beyond a single faculty.

- Pastoral and Discipline Procedures
- Student Welfare and Discipline Policy
- College Bullying Policy
- Suspension and Expulsion Policy
- Procedural Fairness
- Detention Policy Statement 2014

Device, action and file access

The School has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed by privately owned devices whilst on the school premises and/or utilising the college network and/or investigating circumstances associated to college members. Devices and or files may be taken and accessed if it is believed that:

- There has been or may be a breach of law; or
- there has been or may be a breach of the school rules or a school policy; or
- there may be a threat of harm to any member of the school community or system security.

If unacceptable files and/or content is found those files/content may be confiscated/deleted, and disciplinary action may be taken. If the circumstances warrant, the school may also pass the material to the police.

Students are held responsible for any breaches caused by them,
their device and/or school based account.

Acceptable use includes:

- Following all legal and copyright regulations relating to software and intellectual property right. *Copyright policy and guidelines*
- Following all college procedures and policies in relation to student welfare

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- Maintaining the security of access codes and passwords. Your device, username and password (and any action undertaken by them) are your responsibility.
- Using the network in a way that will not disrupt its use by others.
- Referencing the use of material from the internet in line with accepted practices stipulated by BOSTES ([All my Own Work](#)).
- The use of college communication licenced platforms (which are recorded by the college) in promoting a safe and transparent environment.
- Using all electronic devices carefully and follow all teacher instructions about how and when to use them and how to take care of them.
- All users are expected to abide by all pastoral guidelines while in the online environment.
- Use of headphones that allow for learning content (video, podcast etc.) to be viewed discretely.
- Notification to their supervising teacher or parent if the student inadvertently encounter material/communication which is inappropriate or offensive (including any internet site accessed that is considered inappropriate).
- Promptly inform their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Downloads are managed and communicated per account and excessive use will result in disciplinary action by the college.

Unacceptable use includes:

- Accessing of inappropriate or offensive material (according to censorship classification, discrimination, harassment) including games, multimedia and software applications.
- Downloading excessive amounts of data other than in the ordinary course of learning
- Installing or attempt to install software (licensed, shareware, freeware, evaluation or otherwise) on college owned devices.
- Engaging in threatening, cyber bullying, make unreasonable demands, or use harassing materials or any other behaviour which is abusive or otherwise offensive.
- Deleting, modifying, stealing, and copying files or documents belonging to other users.
- Attempting to bypass or degrade or disrupt equipment, network infrastructure, and software or system performance.
- Taking unsolicited photos or video of others within the school community without their consent.
- Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place at the college.
- Using technology in an act of academic malpractice (*Assessment Policies and Procedures 7-9, 10-12*)
- The use the school name or crest without the permission of the principal.
- Electronic communication between teachers, parents and students must only take

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place via SCHOOL BASED communication systems. (*Social Media and Student Communication Guidelines*)

- Not appear in College uniform or use the School Crest on any social network site.
- Posting (or engage in) any false or defamatory information about the school or any member of the school community.
- never knowingly initiate, engage with or forward communication containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person. As per *College Bullying Policy*
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- Damage to the property of others (*Pastoral Care and Discipline Policy*)

Agreement

Student

I, _____ have read and understood the conditions and rules of using the ICT at St Dominic's College, and agree to abide by these rules and conditions

Signed: _____

Year: _____

Parent

As the parent or guardian of this student, I have read this ICT Acceptable Use Policy and understand that this access is designed for education purposes.

I hereby give permission to allow my son to have access to all college ICT tools, resources and associated environments.

Parent or Guardian: _____

Signature: _____

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Date: _____

Signature: Year Co-ordinator _____

Date: _____