

INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY

POLICY STATEMENT

The College supports the use of ICT (information and communications technology) in providing a supportive learning and teaching environment consistent with Salesian Vision, Mission, Values, the Child Safe Standards and the National Safe Schools Framework. The College is committed to student wellbeing, cyber-safety and measures directed at ensuring ICT is not misused to ensure the safety of all students.

POLICY SYNOPSIS

This policy supports the use of ICT for educational purposes but establishes parameters for ICT use and provides an agreement to ensure this policy is understood. The policy and agreement cover terms of use with a particular emphasis on cybersafety. Administrative matters such as transfer of ownership to families at the conclusion of the 3-year term and insurance claims are also covered.

Prepared by	IT Manager and Business Manager
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ISSUE HISTORY

Date Modified	Modified by	Version	Details
05/10/2022	Executive Assistant to Principal	1.1	Formatting updates
24/01/2023	IT Manager	1.1	Updates to Cybersafety and laptop agreement content

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RATIONALE

The College understands the vital role ICT plays in education and the broader society. However, the College is cognisant of the risks associated when technology is not used in a responsible manner. The misuse of technology has the potential to harm the user, other students, staff and the College's reputation. This purpose of this policy is to provide parameters around the use of ICT at the College and use of the College's equipment or systems anywhere. Administrative matters such as ownership and insurance of laptops need to be addressed.

SCOPE

This policy is intended to inform all community members (students, staff and parents) of the College's expectations for the appropriate use of ICT in the College. The policy applies to College owned devices used anywhere and any privately owned devices (such as laptops, mobile phones, storage) brought to school or taken to a school-related activity.

The policy has a particular impact on students who must comply with the College's rules on acceptable use and staff who, given the potential for harm, should promote responsibility and compliance.

The IT Department has a role in improving systems and monitoring compliance, including with monitoring tools.

POLICY

The College will promote the use of ICT to improve educational outcomes. Terms of use in a laptop agreement will inform students and parents of expectations of appropriate use and misuse of ICT. For that reason, the Laptop Agreement forms part of this policy. Consistent with child safety obligations, the key area for attention should remain cybersafety. In the event that terms of the laptop agreement are breached, existing behavioural management processes will be adopted. The terms of the laptop agreement dealing with ownership and insurance should be clear.

SOCIAL MEDIA

The College wishes to foster an environment where all members of its community are able to engage with each other in a positive and rewarding manner and understand that all are important, valued and respected.

The College recognises that it is crucial to embrace and utilise changing methods of communication and technology to ensure that all members of the community are engaging, collaborating, learning and communicating in the digital environment.

The College acknowledges that the use of social media can be an effective business and social tool and that social media is widely used by members of its community to express their views on a range of issues in an acceptable manner that ensures the welfare of other members of the community is not adversely impacted upon or the reputation of the College is not negatively affected or brought into disrepute.

The College, therefore, expects that members of the College community, when using social media, show courtesy and respect to others and not use social media to abuse others, expose them to offensive or inappropriate content, or to denigrate or show disrespect for the school or members of the community.

When using social media, College community members must ensure that they:

- Respect the rights and confidentiality of others
- Do not bully, intimidate, abuse, harass or threaten others
- Do not make defamatory comments
- Do not use obscene or offensive language, or post obscene or offensive content
- Do not utilise social media as a means of dispute resolution
- Do not harm the reputation and good standing of the College or those within its community

All members of the College community are empowered to raise concerns with the College regarding breaches of this policy. Alleged breaches of this policy will be investigated on a case-by-case basis by the Principal or their delegate. Incidents involving potentially illegal activity will be reported to Victoria Police. This includes harassment of others and publishing of inappropriate images.

Sanctions for Students breaching this policy may include limited or forfeited computer privileges, a caution, detention, suspension, expulsion and criminal investigations by Victoria Police.

Sanctions for Parents breaching this policy may include termination of their child's enrolment, legal action and criminal investigations by Victoria Police.

Sanctions for Staff breaching this policy may include formal warnings, suspension and termination of employment.

A breach of this policy may also constitute a breach of other College policies, such as Child Safety, Code of Conduct; Parent Code of Conduct, Bullying and Harassment Policy, and Occupational Health and Safety Policy.

CYBERSAFETY

When using the school devices and services students will consider the safety of themselves and others. Students will:

- Ensure that communication through internet and email services is related to learning
- Keep passwords confidential and change them when prompted or when known by another user
- Use passwords that are not obvious or easily guessed
- Log off at the end of each session to ensure that nobody else can use their account
- Promptly tell their teacher or IT Department 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
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- Ensure that copyright permission is gained before electronically publishing the works or drawings of others
- Always acknowledge the creator or author of any material published
- Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private - the College will not be responsible for the consequences of such activity
- Ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose
- Be aware that all communication and information accessible via information technology resources should be assumed to be private property
- Be aware that all accessed information must be appropriately acknowledged
- Understand that the notions of plagiarism, copyright and intellectual property, as detailed by the College, must be fully understood and observed

When using the College services or personal mobile phones (or similar personal equipment), students will not:

- Disable settings for virus protection, spam and filtering that have been applied by the College and not attempt to evade them through use of proxy sites
- Allow others to use their personal accounts
- Deliberately use the electronic identity of another person to send messages to others
- Enter 'chat' or 'social networking' internet sites without the permission of a teacher
- Use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member
- Damage or disable computers, computer systems or networks
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission

- Take images or videos with their own devices (there are College cameras that can be used for this purpose)
- Take photos or video of members of the College community without their consent
- Play digital games without approval from either IT Department or their teacher
- Connect to personal hotspots while on College Campuses

When using College services students will never knowingly initiate or forward emails or other messages 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
- Any non-educational related content

When using College services or non-College services, students will never send or publish either through internet sites, e-mail or mobile phone messages:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threatening, bullying or harassing material or make unreasonable demands
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation
- The College's name or crest without the written permission of the Principal

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of College services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

DEFINITIONS

College ICT	Refers to the College's computer network, internet access facilities, computers and other College ICT equipment
Cybersafety	Refers to the safe use of the Internet
ICT	Information and Communication Technologies
ICT equipment / devices	Includes but is not limited to, computers (such as desktops, laptops), storage devices, cameras, phones, gaming consoles and any other similar technologies as they come into use
Objectionable material	Means material that deals with matters such as sex, cruelty or violence in such a manner that it is likely cause harassment, discrimination, emotional or psychological harm to students or not aligned with school values
Parents	Includes parents, carers and guardians
Social media	Social media is any form of online or web-based publication, forum or presence that allows interactive communication. The College utilises social media to share information with the community regarding the wide range of activities and events taking place at the College.

PRINCIPLES

There are considerable benefits to be derived from ICT in educational settings. However, schools need also to be aware of risks. The care and safety of students is an overriding obligation.

RELATED POLICIES

Child Safety Policy

Code of Conduct

Privacy Policy

The Privacy Act 1988

Copyright Act 1968

LAPTOP AGREEMENT

Educational purpose - Students are to use the laptop, College network, IT resources or infrastructure for educational purposes only. It is each student's responsibility to charge their laptop at home each evening. The laptops must be taken to each class every day. Students are required to use their laptop for homework and assessment tasks. Students are responsible for backing up of all personal data and the loss of data cannot be grounds for an appeal in relation to any assessment task or homework. Teachers will manage the use of the laptops in the classroom and no student is to take out or use a laptop without the permission of the classroom teacher.

Cybersafety – Students must not access or retain any material or activity that might put themselves or anyone else at risk. Students must not use ICT to bully, upset, offend, harass, threaten, defame, tell lies about, impersonate or harm another, even if the intention was to joke. Students must not access, attempt to access, download, save, store, print or distribute inappropriate, age restricted or objectionable material. Students must not bypass or attempt to bypass the College's security, virus protection, monitoring or filtering. Students must not disclose their or another student's personal information (e.g. name, address, email address, phone numbers, bank accounts, passwords and photos). Students must not use another's digital identity or allow others to use their digital identity. Students must not record, publish or transmit unauthorised sounds, videos or images to the internet or elsewhere. Students must not knowingly forward hoax emails, spam or emails sent to them in confidence.

Network and internet - The College's wireless network and associated systems are solely available for the educational use. The internet is only to be accessed through the College's wireless network while at school. Specific network settings are not to be removed or altered as this could affect the laptop's ability to connect to the College's network.

Software - The laptop comes with educational software pre-installed and additional software can only be installed if authorised by the College. The software installed is licensed to the College and students are not permitted to copy, transfer or delete software.

Inspections - The College reserves the right to carry out software, hardware and data inspections of laptops at any time.

Security - Each student is responsible for the physical security of the laptop allocated to them. Students must not remove any identification labels from the laptop computer. While travelling to and from College laptops are to be carried in the protective carry bag inside school bags. Students must keep passwords secure, not share passwords, change passwords when prompted to, ensure passwords are not obvious or easily guessed and log off at the end of each session.

Other -

- Laptops are to be kept clean and free from graffiti and stickers.
- Laptops are to be locked in lockers and are not to be used during recess and lunch – except in the RRC or under teacher direction.
- Laptops are to be locked in lockers during Sport or PE lessons and students must return to school following sport to collect their laptops.
- Students must get copyright permission before publishing the works or drawings of others and acknowledge the creator or author of any material published.
- The College's name and crest may only be used with permission.

INSURANCE

The College has an insurance policy that covers accidental damage to laptops. Damage claims that are covered by the policy will require payment by parents of an excess of \$100.

The policy does not cover repairs or replacement costs caused by negligence, wilful damage and changes to software or hardware not approved by the College. The cost of repairs for any damage or loss not covered by insurance - up to the full replacement cost of the laptop - will be the responsibility of parents. Loss or damage to chargers, carry bags and digital pens will incur full replacement costs that will also be the responsibility of parents.

Any unauthorised work on the laptop will void any warranty and insurance.

Any lost laptops must be reported to the student's year level coordinator immediately.

ICT SUPPORT AND INSURANCE CLAIMS

Students should seek support for laptop issues from ICT. During class time, written teacher permission must be provided for students to go to the IT Office. If the problem is related to the software image or falls under warranty, IT Support will coordinate the repairs.

If the problem necessitates an insurance claim, the following process will apply:

1. IT Support will provide the student with the claim form (to be completed by parent(s) / carer(s) / guardian(s)) and alert the co-ordinator and the Finance Department.
2. The completed claim form together with the \$100.00 excess fee should be lodged with the Finance Department.
3. The Finance Department will advise IT Support and the co-ordinator of the receipt of the completed form and excess fee.
4. A spare college laptop of similar specification will then be issued to the student.
5. The College's supplier will endeavour to repair the laptop within 3 days depending upon the availability of parts.
6. IT Support will liaise with the student's year level coordinator to determine if a replacement laptop should be issued to the student.

OWNERSHIP

Although subsidies are being phased out from 2022, the cost of laptops is presently heavily subsidised by the College. The overall cost includes insurance, software licencing, warranty, laptop security bag and support.

Students have use of the laptop whilst they remain enrolled at the College but the laptop remains the property of the College for the term of the agreement. At the end of the three-year agreement, the laptop must be delivered to the College for 'factory reset' and the removal of College licensed software. However, the laptop will be returned and ownership transferred to the family if all fees have been fully paid.

Where a student departs during a year, families will be liable for the full laptop charge for that year.

Where a student departs at year end, the family may return the laptop or elect to 'buy out' the laptop. The College will calculate the charge that will include the subsidy on request.

If returning a laptop, the device (and any inclusions such as digital pen, power cords and laptop security bag) must be returned in good working order.

ACCEPTABLE USE

If a student acts in a way that is contrary to the ICT and Cybersafety Policy or breaches this agreement, he will be subject to consequences according to the College's Code of Behaviour. In serious cases of breaching of the ICT Policy the College may take disciplinary action. If illegal material or activities are involved, it may be necessary for the College to inform the police.

Salesian College reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed that:

- There may have been a breach of the College rules
- There may be a threat of harm to a student or to system security.

Personal devices may be confiscated and accessed by teachers if it is believed that there has been a breach of school rules, threat to school security systems or risk of harm to anyone in the school community.

STUDENT AND PARENT AGREEMENT

We (student and parent(s) / carer(s) / guardian(s)) have discussed policy and we agree to meet the expectations of the College's Information and Communication Technologies (ICT) Policy.

We understand that a breach of this policy will incur consequences according to the College's rules and procedures.

We understand and accept the conditions under which insurance is provided.

We understand and accept that the ICT policy also applies to any privately owned device (such as a laptop, mobile phone, USB drive) I bring to school or to a school-related activity.

We understand and accept Acceptable Use Policy and the Cybersafety Policy and are aware these policies apply both when at and outside the College.

We understand and accept that the school will monitor and record use of the internet, e-mail and computer equipment, including privately owned equipment, while at school.

STUDENT NAME _____

STUDENT ORATORY _____ **STUDENT ID** _____

STUDENT SIGNATURE _____ **DATE** __/__/____

PARENT/CARER SIGNATURE _____ **DATE** __/__/____