



**SALESIAN
COLLEGE**
CHADSTONE EST.1957

INFORMATION COMMUNICATION TECHNOLOGY (ICT) STUDENT 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 outlines the expectations for students using Salesian College ICT resources, including College-owned and personally owned devices when accessing ICT resources. It defines acceptable use, expectations, student responsibilities, cybersafety, support and the laptop program.

Prepared by	ICT Manager
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Approved by	College Leadership
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ISSUE HISTORY

Date Modified	Modified by	Version	Details
5/10/2022	Executive Assistant to Principal	1.0	Formatting updates
24/01/2023	IT Manager	1.1	Updates to Cybersafety and laptop agreement content
16/07/2026	ICT Manager	2.0	Split into separate policies for students and staff. Reworded text and added definitions and AI section.
11/09/2026	Assistant Principal Students and Engagement R & C Manager	2.1	Update in relation to SMART glasses.

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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 resources, either provided by or managed by the College and its use.

SCOPE

This policy outlines the expectations for students using Salesian College ICT resources, including College-owned and personally owned devices used to access College systems and services. It defines acceptable use and the responsibilities of students when using College ICT resources.

DEFINITIONS

AI	Technology that performs tasks that would normally require human intelligence, using techniques such as machine learning and natural language processing. These technologies can generate text, images, audio, video, computer code and other content, or assist users in completing tasks.
ICT	Information and Communication Technology - Digital technologies and systems used to create, access, process, store and communicate information electronically.
ICT Resources	All College-owned or managed technology resources, including but not limited to computers, laptops, tablets, mobile devices, printers, audiovisual equipment, internet access, digital learning platforms, learning management systems, online file storage, email, software, applications, and any other technology or services provided by the College.
Device	Any device used to access College ICT resources, including but not limited to laptops, computers, tablets and mobile phones.

POLICY

The College will promote the safe, responsible and effective use of ICT to support student learning. The following sections set out expectations for acceptable use, cybersafety, social media, generative AI, ICT support and the laptop program.

Acceptable Use

Students are expected to use College ICT resources in a safe, responsible, respectful and ethical manner that supports their learning at Salesian College.

Students must:

- Use College ICT resources primarily for educational purposes and other authorised College activities.
- Comply with all applicable College policies, procedures and instructions relating to the use of ICT resources.

- Respect the privacy, rights and property of other members of the College community.
- Use College ICT resources in a lawful, ethical and respectful manner.
- Take reasonable care of College-owned devices.

Students must not:

- Access, create, store, transmit or distribute material that is illegal, offensive, discriminatory, abusive, threatening, defamatory, sexually explicit or otherwise inappropriate.
- Use College ICT resources to bully, harass, intimidate or impersonate another person.
- Use College ICT resources for any unlawful purpose.
- Install or use unauthorised software, applications or hardware on College-owned devices.
- Deliberately damage, misuse or interfere with College ICT resources.
- Use College ICT resources to engage in behaviour that is inappropriate, harmful or disruptive to the College community.

Salesian College reserves the right to monitor, manage and restrict access to its ICT resources where necessary to protect the safety and wellbeing of the College community and to maintain the security and integrity of its ICT resources. Breaches of this policy may result in disciplinary action, including the suspension or removal of access to College ICT resources, in accordance with the College's Code of Conduct and other relevant College policies.

Cybersafety

Salesian College is committed to maintaining a secure ICT environment. The College implements filtering, monitoring and other security controls to help protect students from inappropriate or harmful online content and to safeguard College ICT resources. Students are expected to follow safe cybersecurity practices and take reasonable steps to protect their College accounts, devices and information from unauthorised access, misuse and cyber threats.

Students must:

- Keep their College username and password secure and never share them with others.
- Use strong passwords and update them when required by the College.
- Log out or lock devices when unattended.
- Promptly report any suspected security incident, phishing email, malware, lost or stolen device, or unauthorised access to a device or user account to the ICT Department or a teacher.
- Ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Respect copyright, intellectual property and licensing requirements when using or sharing digital content.
- 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.
- Ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- Only use software, applications and online services that have been approved or authorised by the College and are appropriate for educational purposes.

Students must not:

- Attempt to bypass, disable or interfere with College security controls, including web filtering, antivirus software, endpoint protection or network security measures.

- Share their user account or use another student's user account.
- Install or use unauthorised software, applications or hardware on College devices that may compromise the security of College ICT resources.
- Connect College devices to personal hotspots while on College campuses without approval.
- Create, download, store or distribute malicious software or engage in activities that could compromise the security or availability of College ICT resources.
- Deliberately damage, disrupt or misuse College ICT resources.

Salesian College may monitor, record, filter and restrict access to websites, online services, applications and other ICT resources where necessary to protect students, maintain the security and integrity of College ICT resources, support student wellbeing, and ensure compliance with this policy and other relevant College policies.

A breach of this policy may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Social Media

Salesian College recognises that social media is an important means of communication and collaboration. Students are expected to use social media responsibly, respectfully and in a manner that reflects the College's values when using College ICT resources or when their online behaviour impacts the College community.

When using social media, students must:

- Treat others with courtesy, respect and dignity.
- Respect the privacy and confidentiality of students, staff and members of the Salesian College community.
- Not bully, harass, intimidate, threaten, impersonate or discriminate against others.
- Not post, share or distribute offensive, inappropriate, defamatory or unlawful content.
- Not share confidential or personal information about the College, its students or staff without permission.
- Not use social media in a way that may damage the reputation of the College or members of 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.

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.

SMART Glasses

SMART glasses have embedded cameras to analyse and record photos and videos of what the wearer sees, microphones to record sound, and speakers to enable the wearer to take phone calls and listen to podcasts or music.

Images, video and sound are recorded onto memory in the device but can be downloaded into a connected app on the wearer's phone, enabling recorded content to be edited, shared and uploaded to websites.

The College prohibits students from wearing SMART glasses whilst at the College including sport and excursion because of the potential for bullying, harassment and other associated child safety risks. There is a privacy issue associated with the capability of the SMART glasses to covertly film other students and staff and members of the public without their permission and uploading to social media platforms, potentially leading to a rise in harassment, voyeurism and stalking in public for social media content.

Generative AI

Salesian College recognises that Artificial Intelligence (AI) technologies can support teaching and learning when used appropriately. Students are expected to use AI tools responsibly, ethically and in accordance with teacher instructions, assessment requirements, College policies and the College's applicable AI Policy (once finalised).

Students must:

- Use AI tools only where permitted by their teacher, in accordance with the College's applicable AI Policy, or for other authorised educational purposes.
- Ensure that any work submitted for assessment accurately reflects their own understanding and complies with academic integrity requirements.
- Critically evaluate information generated by AI, recognising that it may be inaccurate, incomplete or biased.
- Comply with all copyright, intellectual property and privacy requirements when using AI-generated content.

Students must not:

- Use AI to complete or substantially generate assessment tasks where its use has not been authorised.
- Present AI-generated work as their own.
- Use AI tools to create, access or distribute inappropriate, offensive, harmful or unlawful content.
- Use AI tools in any manner that breaches College policies or compromises the safety, privacy or wellbeing of others.

Detailed guidance on the safe and appropriate use of AI tools, including approved tools and the handling of personal information, is set out in the College's applicable AI Policy. The College may restrict or monitor access to AI tools and services to protect students, maintain academic integrity, and ensure the security of College ICT resources.

ICT Support

Salesian College provides ICT support to assist students with College-owned devices and access to College ICT resources used to support teaching and learning.

Students must:

- Ensure their device is adequately charged and ready for use each school day.
- Carry their College-issued laptop in a suitable protective bag whenever travelling to, from or around the College.
- Present their College-issued laptop to the IT Department when requested for maintenance, updates or repairs.
- Report any fault, damage, loss or theft of a College-issued laptop to the IT Department or a teacher as soon as possible.

The ICT Department may not provide support for:

- Personally owned devices, except where assistance is required to access College ICT resources.
- Unauthorised software, applications or hardware installed on College or personal devices.
- Hardware faults or software issues caused by misuse, negligence or unauthorised modifications.
- Any attempts to repair, modify or reconfigure College-owned devices that may void the manufacturer's warranty and insurance cover.

Laptop Program

The Salesian College Laptop Program provides students with a College-issued laptop to support teaching and learning throughout a three-year cycle. The program includes the provision of the laptop, software licensing, warranty and accidental damage insurance. The laptop remains the property of the College until ownership is transferred in accordance with the terms of the program.

At the completion of the three-year laptop program, the laptop must be returned to the ICT Department for a factory reset and the removal of all Salesian College data, licensed software and security settings. Subject to all applicable fees being paid, ownership of the laptop will then transfer to the family.

Where a student ceases enrolment before the completion of the laptop program:

- If a student departs during the school year, the family will be liable for the full laptop program charge for that year.
- If a student departs at the end of a school year, the family may either return the laptop or elect to purchase it. Any applicable buy-out amount will be determined by the College.

Where a laptop is returned to the College, it must be in good working order and include all College-issued accessories, including the charger and stylus (where applicable) and protective carry bag.

Laptop Agreement

Students are expected to use and care for their laptop responsibly and in accordance with this policy.

Students are responsible for:

- Bringing their fully charged College-issued laptop to school each day.
- Carrying their laptop in a suitable protective bag whenever travelling to, from and around the College.
- Taking reasonable care of their laptop and protecting it from loss, theft and damage.

- Keeping food and drinks away from the laptop.
- Keeping their laptop securely stored in the locker during recess and lunch break.
- Ensuring the laptop is only used by the student to whom it has been issued.
- Promptly reporting any loss, theft, damage or malfunction to the IT Department.
- Returning the laptop, charger, pen and any other College-issued accessories upon request or when they cease to be enrolled at the College.

Students must not:

- Deliberately damage, misuse or vandalise the laptop or its accessories.
- Remove or tamper with College asset labels or identification stickers.
- Attempt to repair, dismantle or modify the laptop.
- Loan, sell or transfer the laptop or its accessories to another person.
- Leave the laptop unattended in public places or unsecured locations.

Accidental Damage

Salesian College maintains an insurance policy for College-issued laptops to assist with the cost of repairs to accidental damage.

Accidental Damage refers to unintentional physical damage to a College-issued laptop that would not normally be covered under the manufacturer's standard warranty, such as accidental drops, impacts or liquid spills. Claims that are covered by the policy will require payment by parents/guardians of an excess of \$100.

It does not include damage resulting from negligence, wilful acts, misuse or unauthorised modifications. The cost of repairs not covered by insurance may be up to the full replacement cost of the laptop. Loss or damage to chargers, carry bags and styluses will incur full replacement costs.

In the event of accidental damage, students must follow the procedure outlined below.

- Report the damage to the IT Department as soon as possible.
- Submit the device to the IT Department for assessment.
- The IT Department will assess the damage and determine whether it is covered under the College's accidental damage insurance policy.
- If the damage is covered, a \$100 excess will be payable by the parent/guardian.
- The IT Department will arrange the repair or replacement of the device and, where available, provide the student with a loan device until the repair is completed.
- If the damage is not covered under the policy, the parent/guardian will be advised of the repair or replacement costs before any work is undertaken.

RELATED POLICIES

Child Safety Policy

Information Security Policy

Code of Conduct

Privacy Policy

The Privacy Act 1988

Copyright Act 1968

The College's applicable AI Policy (once finalised)

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) Student 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 Student 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 Information Security 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** __/__/____