



POLICY STATEMENT ICT RESPONSIBLE USE POLICY

Reviewed: 2017
Due for Review: 2020

RATIONALE

Information and Communication Technology (ICT) exists at Nagle Catholic College as tools for learning, teaching and communication. Nagle Catholic College recognises that ICT provides significant educational value but also poses a risk of exposure to inappropriate and offensive material and personal safety.

DEFINITION

Information Communication Technology (ICT) resources include:

- Computer hardware (laptops, personal computers, iPads).
- Software (programs, Apps).
- Systems and technology (including the College Network, internet and email).
- Telecommunications devices (mobile phones).

These resources may be provided by the school or use the school communication network and may include resources that are owned by students for use at school.

PRINCIPLES

Responsible Use

The College Network is to be used to support education and research within the set objectives of a subject or department and within the overall bounds of the College ethos. Students are personally responsible for ensuring that they adhere to the principles of responsible ICT use at all times.

Reporting

Students will accept personal responsibility for reporting any misuse or abuse of the College network. Misuse and abuse can come in many forms but includes any content sent or received related to cyber-bullying, pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. Students need to be aware that a breach of the College ICT policy may also form a break of State and Federal laws.

Privileges

The use of the College Network and the Internet at Nagle Catholic College is a privilege, not a right, and inappropriate use will result in a temporary or permanent cancellation of those privileges. Students who contravene ICT procedures may be subject to disciplinary action and the device may be confiscated.

SEQTA (Teach, Learn, Engage)

Teachers may choose to make learning materials available to students via SEQTA. Students should take responsibility for viewing any learning materials provided, as per teacher instructions. Usernames and passwords will be issued at the start of each year.

PROVIDING A SAFE COMPUTING ENVIRONMENT

Nagle Catholic College endeavours to provide as safe a computing environment as possible for students. It is, however, the responsibility of parents to safeguard the home computing environment. The following site provides a good starting point: <http://www.netalert.gov.au>

When using the Internet, students:

- must not access violent or pornographic material or any sites deemed inappropriate by the College.
- must inform their supervising teacher immediately if the above has been accidentally accessed.
- must not download any programs, including screensavers and wallpapers.
- must not access chat lines or forums that have not been sanctioned by the College.
- must not use their Nagle email address in conjunction with any Social Media accounts.

ADDENDUM

PROVIDING A SAFE COMPUTING ENVIRONMENT

PROCEDURES

Security

Security of any Network is essential to the storage of secure information as well as providing constant availability of services. If a student at any time identifies or suspects a security problem they must notify a teacher immediately.

To decrease breaches of security, students need to:

- Keep log in information private.
- Update passwords regularly.
- Use the College email for correspondence.

More serious breaches of security include:

- Interfering with another student's device security.
- 'Jail breaking' iPads.
- Circumnavigating the school network security protections.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Permitted Times

Students are to secure mobile phones in their lockers between the hours of 8.15 am - 3.10 pm.

Other ICT devices, used for educational purposes, are to be used within a student's timetabled classes. Exception is made for devices used in the library before school and at recess and lunch.

Games

Students are only permitted to access games if directed by a classroom teacher as part of a unit of work.

Mistreatment of Resources

Students need to respect school and personal property. Willful damage or neglect of any ICT resource, including that owned by the school or other students, is not acceptable.

Communication

Students need to be mindful of their communication with other students and teachers, through use of their device. Means of communication in the classroom (airdrop, attachments, email) should only be sent with the consent of the classroom teacher.

Communication of a strictly social nature (instant messaging, video messaging, and social media) is not permitted within school hours.

Access, Storage and Transmitting of Information

Student ICT devices should be used for educational purposes. Accessing, storage and transmitting and/or receiving material that may be considered inappropriate is not acceptable. This includes content

that is threatening, sexually explicit, harassing, offensive or discriminatory in nature.

Insurance

Parents need to be aware that they will be financially liable for any damage to College owned devices. Parent funded ICT devices being used at the College may be covered by household insurance. Parents are advised to check their policy to confirm this. The College takes no responsibility for any breach of security, damage, loss or theft of such items.

Auditing

Whilst personal ICT devices are used on College grounds, staff may need to restrict or monitor student usage. Auditing of student ICT resources can take place at any time and can be requested by school staff members (teaching and non- teaching staff).

Student ICT Code of Conduct

I have discussed this policy with my child. I agree that my child should access the technology at Nagle Catholic College and use it responsibly. I also give permission for my child to access the Internet.

Parent/Guardian Signature _____

Student's Name _____ Student's Signature _____

Home Room _____