

## INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY FOR STUDENTS

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*Following Marcellin, we encourage students always to strive to improve, to give the best of themselves. We communicate our belief in their potential for growth and achievement. We create learning situations where each student can succeed and is affirmed.  
(In the Footsteps of Marcellin Champagnat #132)*

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### Rationale

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- Personal computers and laptops;
- Mobile devices such as mobile phones and tablets;
- Applications such as email and the internet;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems;
- Imaging tools such as video, still or web cameras and related software;
- Audio tools such as audio recording devices, iPods, mp3 players and related software; and
- Fax, scanning and copying machines.
- ICTs can create potentially hazardous situations in the event they are used inappropriately and/or illegally.

Students have the right to learn in a safe environment, including when they have access to ICTs to enhance their learning. Newman College is committed to the responsible and educational use of ICTs and to the protection of students by providing secure access to these services as part of their learning experience.

Access to ICT is provided to students as a privilege and students have a responsibility to use it in accordance with the expectations of the school as set out in this policy. The use of ICT, including the internet and email, by students shall not be contrary to the relevant State and Commonwealth laws.

As parents are the prime educators of their child, they will be informed of the school policy and encouraged to assist in facilitating its implementation.

### Context

1. The use of ICTs is managed through a 'whole College community' approach involving students, workers and parents/carers, which is adapted to the level of student understanding at each of the campuses;
2. ICT education strategies will be implemented within the College as an on-going process with a focus on teaching age appropriate skills and strategies to empower workers, students and parents/carers to ensure appropriate use;

3. Workers establish positive role models in use of ICTs;
4. Appropriate use of ICTs; and
5. Our ICT policy is reviewed regularly to maintain best practice.

## ICT Misuse Prevention Strategies

Newman College recognises that the implementation of whole College prevention strategies is the most effective way of eliminating, or at least minimising, incidents of misuse of ICTs within our community.

The following initiatives form part of our overall ICT strategy:

1. A structured curriculum and peer group support system, that provides age appropriate information and skills relating to ICT use for the students over the course of the academic year (eSmart);
2. Education, training and professional development of workers in appropriate ICT use;
3. The regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a College community issue;
4. The promotion of a supportive environment that encourages the development of positive relationships and communication between workers, students and parents/carers;
5. All student login details and passwords are to be kept confidential to prevent others accessing their accounts;
6. Access to College networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as provide spam and virus protection;
7. Approval must be sought before connecting privately owned ICT equipment and devices to College networks to avoid the risk of malware;

## ICT Misuse Procedures

1. Students may only use College ICT resources if authorised to do so by College staff.
2. College ICT resources may only be used for an educational purpose as instructed by College staff.
3. Devices outside a College Program or the Bring Your Own Device Programme (e.g. Mobile phones, iPads, Android Tablets, digital cameras, mp3 players, etc.) may not be used during school hours unless by permission of a staff member whilst under their direct supervision.
4. Bypassing the College Wireless Network (e.g. through Personal Hotspots) is prohibited during normal school hours, unless by permission of a staff member whilst under their direct supervision.
5. Students are prohibited from using VPN software while on the College network.
6. Students are prohibited from taking photos, sound or video of staff or students without explicit permission given.

7. The following offensive material or conduct is not permitted and will be dealt with in accordance with the Colleges Behaviour Framework. This, in some instances, may result in the College involving the Police or other government agencies:
  - a. Infringing a person's copyright or other intellectual property rights
  - b. Defaming of a person or an organisation, including Newman College
  - c. Containing sexually explicit, obscene or pornographic material
  - d. Discriminating against a person on the basis of, for example, sex, race, religion, disability or age
  - e. Dealing with a person's personal information in a way that breaches privacy laws
  - f. Racial harassment or inciting racial hatred
  - g. Harassment or bullying
  - h. Introducing or passing on malicious software ("virus")
  - i. Breaching of school security
  - j. Disruption to the school's networks
  - k. Constituting a 'cyber-crime'
  - l. Any other act or material otherwise contrary to school rules or policy.
8. The College reserves the right to monitor traffic and review all content sent and received on the College systems. Breaches of acceptable usage of ICTs will result in disciplinary action.
9. Regular risk assessments of inappropriate ICT use within the College will occur and records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate.
10. Statements supporting appropriate ICT use are included in students' College diary.