



Policy		ICT	
Service/Function Area	Students	Created Date	
Custodian	Business Manager	Reviewed	6/12/2023
Review Period	2 Years	Next Review Date	6/12/2025
Policy Number	Rev1	Final Approver	SLT

Policy Statement

Information and Communication Technology (ICT) is largely employed in the College predominantly through Learning Management Systems, email and use of the Internet. The availability of such resources provides the opportunity for students to develop their full potential. ICT provides significant educational value, but it can also pose a risk of exposure to inappropriate and offensive material and personal safety if it is not used in an acceptable manner.

In accordance with the teachings of the Catholic Church, the practice of communication must be open, honest, reflect respect to others and be sensitive to the dignity of others.

Scope

The scope of this policy relates to all St Brigid's College students in their use of ICT resources. These expectations apply while on school premises, at home and at all times whilst connected to the College network.

Implementation

Definitions

'Information and Communication Technology' (ICT) refers to all computer hardware, software, systems, data, digital communications and technology, including the Internet, email, social media and mobile phones).

'Defamation' refers to the publication, declaration or broadcast of material, true or not, that is capable of lowering a person's reputation.

'Harassment, Discrimination and Bullying' refers to unlawful behaviour as defined in the Catholic Education Commission Policy Statement: 'Harassment, Discrimination and Bullying'.

'Social Media' refers to a group of Internet based applications that allow users to share information and create communities e.g. Facebook, Instagram.

Principles

1. At St Brigid's College, ICT is provided for educational and appropriate communication purposes only.

2. Using ICT at St Brigid's College is a privilege. This privilege may be removed if College policies and rules regarding acceptable use are disregarded. Likewise, students using the College's ICT must not break State or Commonwealth laws.
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on College ICT, including emails, are the property of the College.
4. Students should be aware that access to ICT, inclusive but not limited to Internet and email, can expose them to inappropriate material or potential harm.
5. When using the College's ICT services students should protect their personal information and data, maintain the required level of security and adhere to licensing and copyright laws.

Procedures

1. St Brigid's College is committed to ensuring all students are aware of standards for the use of ICT within the College environment. Unacceptable use will not be tolerated under any circumstances.
2. The College monitors internet use and email communications for all College owned ICT devices and devices accessing College resources, on campus, internet usage off campus is the responsibility of the parent, with the exception of boarders using college wifi.
3. Acceptable and lawful use:
 - 3.1 Acceptable use includes, but is not limited to:
 - Communicating online with teachers and peers regarding school related activities
 - Researching information relating to assignments.
 - Gathering specific information about subjects/topics.
 - The presentation of student work.
 - Other teacher directed activities.
 - 3.2 Unacceptable use includes, but is not limited to:
 - Accessing networks without College authorisation.
 - Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, inclusive of threatening, sexually explicit, offensive or discriminatory materials.
 - Interfering with or disrupting network users, services or equipment.
 - Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software.
 - 3.3 Unlawful use includes, but is not limited to:
 - Defaming someone or an organisation.
 - Infringing copyright laws, i.e. reproducing or adapting copyrighted material by downloading and further disseminating the material.
 - Digital communications that could constitute sexual discrimination or sexual harassment.
 - Digital communications that could constitute cyber bullying or harassment.
 - Storing, accessing, displaying sexually offensive or explicit material.
 - Making offensive or insulting statements based on the race, colour or nationality of a person.
 - Undertaking activities which breach State and Commonwealth Laws.

3.4 Any audio or images (still or video) taken of students, staff, parents or anyone else on College property, or at College events, may contravene the Privacy Act (1988) and for this reason students must obtain the express permission of that person to record their image.

4. Unacceptable and/or unlawful use of ICT systems which constitutes a breach of College rules will be reported to a student's Year Coordinator or delegate, Head of Senior or Primary of which is relevant and the Business Manager. Such breaches may warrant disciplinary action, which may include the loss of ICT access for a period of time to exclusion of the student, in accordance with the College Behaviour Management Policy.
5. Unlawful and/or serious misuse of ICT may result in the College involving the Police or other Government agencies.

Relevant Legislation

Legislation / Compliance

Support Documents

Document Number	Document Description