

# ICT Acceptable Usage Policy



## Purpose

*'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'*

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at MacKillop College because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between MacKillop College and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at MacKillop College are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. MacKillop College, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at MacKillop College in accordance with legal and moral requirements and expectations.

## Scope

This policy applies to members of the MacKillop College community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the college. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the college. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

## Definitions

**Computer** is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

**Device** refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

**Email** means the system that enables users to send data over the internet using computers and mobile devices.

**ICON** means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

**Internet** means the system of interconnected networks that connects computers for data transmission and storage.

**Intranet** refers to a local system of computers enabling students and staff to communication and share information within their school community.

**Mobile devices** refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

**Network services** means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

**Parents** includes parents, guardians and carers.

**Social networking** means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

**Staff** means salaried, voluntary and contracted persons.

**Students** means those students enrolled at MacKillop College.

**Website** is an internet based page or series of pages grouped together and managed by a person or group.

## Principles

The use of digital technologies within our college by staff and students at MacKillop College is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the college, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

## Policy

### Internet and Network Access

Access to internet and network services are provided by MACS to staff and students of MacKillop College for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at MacKillop College will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at MacKillop College may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

### Expectations of users

All students and staff at MacKillop College are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever MacKillop College equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

### Non-compliance with this policy

Disciplinary action may be undertaken by MacKillop College against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students used by MacKillop College.

### Duty of Care

MacKillop College will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. MacKillop College will prepare staff to deal with these issues.

## Monitoring

### Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

### Staff

An authorised person (e.g. a principal, a regional manager or other MACS staff member) can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

### Security

To minimise risk to MACS information and communication networks from viruses and intrusions, current virus screening software is to be activated, and where appropriate, passwords are to be used by staff and students of MacKillop College. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the college or MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

## Email

Email service is provided for educational and administrative purposes. Staff and students at MacKillop College must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, college phone number and postal address. MacKillop College advises students and staff that they may be held accountable for the email they create and distribute using the network.

## Websites

MacKillop College may create, or have created, a website with the approval of the principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

## Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

# Acceptable Use Agreement

## Overview

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (but not limited to):

- College owned ICT devices (e.g. desktops, notebooks, tablets, printers, scanners, cameras)
- Mobile phones
- Email and instant messaging
- Internet, LMS and Library OPAC facilities
- Social networking sites
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia, Wikispaces)
- Vodcasts (video podcasts) and podcasts (only audio)
- Video conferences and web conferences.

At MacKillop College we:

- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies, procedures and guidelines that clearly state our College's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be fully guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.

- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Monitor student use of ICT and Internet and network services.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at MacKillop, during College excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the College's behavioural policies if I do not behave appropriately. (e.g. see Section C below)

I understand that I cannot use any College digital equipment until my parent/guardian and I have read, discussed and signed my Acceptable Use Agreement (see Section E).

**When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:**

- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Not allowing other students to use my network/Internet account or notebook computer.
- Not using any means whatsoever to bypass the College's internet filtering services (e.g. use of internet proxies, tethering etc.)
- Respecting others and communicating with them in a supportive manner; never writing or participating in on-line bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful on-line behaviour)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe on-line, or if I see others participating in unsafe, inappropriate or hurtful on-line behaviour
- Carefully considering the content that I upload or post on-line, including email; this is often viewed as a personal reflection of who I am. Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not using or installing unauthorized programs, including games, P2P programs and the like (list not exhaustive).
- Not broadcasting or emailing messages to a large number of users unless with permission from a staff member. To do so without their permission is considered to be spamming.
- Not using the Internet for any purpose involving any type of trading (e.g. any financial dealings, bartering etc), unless authorized to do so by a College authority (e.g. senior students in relation to matters concerning Victorian Tertiary Admissions Centre process)
- Not using a mobile phone during school hours (8.30am - 3.20pm). Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and college activities. (Please refer to the school's policy on Mobile Phones for more details)
- Investigating the terms and conditions of digital use at MacKillop College. If my

understanding is unclear I will seek further explanation from a trusted adult

### Section C: Consequences for Breaching the Student Acceptable Use Agreement

**1<sup>st</sup> Offence:** Access will be denied to Internet and/or Network services until the student completes an 'Application for Reinstatement' form.

**2<sup>nd</sup> Offence:** Access will be denied to Internet and/or Network services until the student completes an 'Application for Reinstatement' form. An after-school detention will be given.

**3<sup>rd</sup> Offence:** Reinstatement will be negotiated only at the conclusion of an interview between the Year Level Leader or Director of Wellbeing at the year level, the student and student's Parent/Guardian.

*\*\*\* Please note that these consequences may affect the student's educational outcomes of the MacKillop College curriculum. The level of the offence may be deemed to be outside or not part of the sequencing of these consequences given the severity and impact of the student's action. (e.g. deliberate destruction of school equipment may incur a payment for repair as well as any of the above).*

### Section D: Monitoring

I understand the College reserves the right to monitor and log the use of its digital facilities and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. Student use of College digital facilities must be related to school work. Access to and time spent using many of these facilities is automatically logged.

\*\* Please keep this agreement and use it to refer to in case of any matters arising from your child's use of the College digital equipment.

### Section E: Acceptable Use Agreement

#### Student Acceptable Use Agreement for Digital Technologies

*This document can be found on our website under Information > Notebook Program*

#### Student Agreement

I have read and understand the Student Acceptable Use Agreement for Digital Technologies. I will use the school's digital equipment, internal and external network services (e.g. Internet, school network) in a responsible way and obey these rules. I understand that if I break the above rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of network access and/or internet access for some time, as determined by the School. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

Student's Name: .....

Signature: .....

Date .....

## Parent/Guardian Agreement

I understand that MacKillop College provides students with access to digital technologies, internet and network services that may include the internet, intranet and e-mail, to enhance teaching and learning.

I agree to (student's name) «Firstname» «Surname» using the internet and network services at the school for educational purposes in accordance with the Student Acceptable Use Agreement.

I understand that the school cannot control what is on the internet and that some materials on the Internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material through its filtering services. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the Internet under the School's Acceptable User Agreement. I understand that students breaking this agreement will be subject to appropriate action by the school. This may include the loss of internet and / or network services access for some time, as determined by the School.

I have read and understood the Student Acceptable Use Agreement for Digital Technologies.

Father / Guardian name (print): .....

Father / Guardian signature: .....Dated: .....

### And/Or

Mother / Guardian name [print]: .....

Mother / Guardian signature: .....Dated: .....

***(Access to the network & Internet will only be provided on receipt of the signed Acceptable User Agreement)***

## Students

MacKillop College provides students and parents/guardians with the following:

- a copy of MacKillop College's Acceptable Use Agreement
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian and college representative before the student is given access to, and use of, a college's internet, network services and devices.

## Staff

Staff are required to use the internet and network services in accordance with this and other policies. MacKillop College provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

## Related college policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy

- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy
- Student Acceptable Use Agreement