



## Information and Communication Technology use by Students Policy

### MATER DEI COLLEGE

### Information and Communication Technology use by Students Policy

#### RATIONALE

Information and Communication Technology (ICT) is utilised in schools for the purposes of learning, teaching and administration. ICT offers schools of teaching and administrative tools that help students develop to their full potential and implement effective and efficient business practices. ICT also presents risks that must be understood and managed.

In accordance with the teachings of the Catholic Church, the practice of communication regardless of the medium, must be honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

#### DEFINITIONS

'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email, telecommunications devices (e.g. mobile phones) and social media (e.g. facebook).

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Unlawful Discrimination, Victimisation and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff)'.

Social media refers to a group of internet based applications that allow users to share information and create communities.

#### PRINCIPLES

1. At Mater Dei College ICT is utilised for educational purposes only.
2. At Mater Dei College ICT is a tool to support learning. Access to ICT can be removed if college rules are broken. Students using ICT must not break State or Commonwealth laws.
3. Mater Dei College has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.
5. Mater Dei College acknowledges that the availability of access to information on a global level poses significant risks that must be understood and managed.
6. The policy concerning student use of ICT shall reflect the teachings and educational goals of the Catholic school. Usage of ICT shall be balanced with all elements of the college curriculum.
7. Mater Dei College shall ensure policies and practices are effective in ensuring appropriate usage by students of ICT.
8. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on college ICT and privately owned ICT being used on the college site, including emails, are the property of the college, and as such, are subject to monitoring by the college.
9. ICT is provided to students as a tool to support learning and as such should be used in accordance with the expectations of the college as set out in this policy.
10. The college's policy on the use of ICT by students shall reflect the developmental stages of students.
11. The use of college, student and family owned ICT on the college site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy), a breach of college rules or policy, or otherwise be inappropriate or offensive (as outlined at procedure 5 of this policy).
12. As parents/caregivers are the prime educators of their child, they shall be informed of the college policy and encouraged to assist in facilitating its implementation.



## PROCEDURES

1. Mater Dei College shall develop, implement and enforce a policy on ICT use by students.
2. All students and their parents/guardians shall be made aware of the college's policy on student use of ICT. The college's policy shall be available to the college community through appropriate means e.g. the college internet site, or in a hard copy format when requested.
3. On their commencement at Mater Dei College, students are required to provide a portable ICT device of any Apple MacBook model.
4. The Apple MacBook must then be configured for use on the Mater Dei College network using the MDC BYOD on Boarding documentation provided to them, this documentation also includes their Mater Dei College username, password and e-mail address.
5. Mater Dei College strongly recommends that students regularly backup their device. It is the responsibility of the student to do this backup and Mater Dei College is not liable for any data loss resulting from work carried out when a student does not have a backup of their data.
6. Students on leaving the College are required to perform an Internet Recovery for their device so that it is returned to a state that does not have any College software on the device. The College will carry out any means to ensure that an Internet Recovery has been completed, including remotely wiping the device.
7. Emphasis shall be placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, safety and digital citizenship. This educative process shall be integrated within all areas of the college curriculum and be available to the college community through various means, for example, information sessions, school website.
8. The College's policy shall contain statements that appropriately identify and explain inappropriate or offensive material or conduct, such as material or conduct that:
  - infringes a person's copyright or other intellectual property rights
  - is defamatory of a person or an organisation
  - contains sexually explicit, indecent or obscene or pornographic material
  - is discriminatory against a person on the basis of, for example, sex, race, religion, disability or age
  - deals with a person's personal information in a way that breaches privacy laws
  - constitutes racial harassment or incites racial hatred
  - constitutes harassment or bullying
  - is infected with a computer virus, would result in a breach of college security or disruption to the college's networks, or constitutes a 'cybercrime'
  - is otherwise contrary to college rules or policy
9. The College's policy shall state that unacceptable use of ICT constitutes a serious breach of school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.
10. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.
11. Mater Dei College policy shall identify acceptable, unacceptable and unlawful use of ICT by students.
  1. Acceptable use shall include but is not limited to:
    - gathering, organising, creating and sharing appropriate information for educational or related purposes
    - encouraging collaborative projects and resource sharing
    - any other tasks that are for educational or related purposes or that support and promote the College and its ideals.
  2. Unacceptable use shall include but is not limited to:
    - accessing networks without proper authorisation
    - transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening,



sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally, including bullying or harassment within or outside the College

- unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission
  - interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorized entry to any other machine accessible via the college network (i.e. 'hacking')
  - breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property
  - using College network and/or equipment to conduct private business for commercial gain or promote material unrelated to college defined tasks
  - bringing the College or Catholic Education into disrepute.
3. Unlawful use shall include but is not limited to:
- defaming a person or organisation in an email, web page or through social media
  - infringing of copyright laws (i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material)
  - digital communication that could constitute sexual discrimination or sexual harassment
  - digital communication that could constitute cyber bullying
  - storing, accessing, displaying or creating sexually offensive material
  - sending digital communications which are discriminatory on the basis of, for example, race, sex, gender, disability or age
  - undertaking activities that breach State or Commonwealth legislation.



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