Information and Communications Technology

Acceptable Use Policy

Rationale

The Chevalier College Information and Communications Technology system is made available to students and staff as a resource for learning and teaching, professional development, and for the College’s business operations. Therefore, usage is to be consistent with these purposes.

Use of the College System is governed by legislation and by the standards and principles relating to communication and teaching that operate at a Missionaries of the Sacred Heart school.

Key Legislation

Privacy Act
Children and Young Persons (Care and Protection) Act
Workplace Surveillance Act
Copyright Act

The above legislation is not meant to be exhaustive. No reliance should be placed on the non-identification of a particular piece of legislation to support an inference that behaviour which may be prohibited or controlled under that non-identified legislation, is implicitly or tacitly not forbidden by the College.

Aims

The purpose of this Policy is to instruct appropriate use of the College System and direct the development codes of conduct for users of the system.

Scope

This policy has been essentially developed for staff, but automatically applies to all students using the College System. Therefore teacher supervision of students using the College System will involve a strict adherence to this policy, and other documents that may dictate student use.

Definitions

**College System:** means all College telephones, computers and equipment (including use of the local computer and network drives, school managed cloud services, internet, email, voice mail, portable devices such as smart phones, tablets, laptops, and other electronic communication technologies as well as equipment and infrastructure.

**Staff:** includes employees, volunteers and contractors (who access the College System).

**Users:** means staff and students who access the College System.
Users of the College System must ensure that their use of the system is lawful, ethical and respectful, and that it reflects the values of the Missionaries of the Sacred Heart and the Catholic Church.

Procedures, codes, guidelines and publications should be developed in compliance with the principles and information contained in this Policy.

Users of the College System should not expect files, activity, equipment and devices to be private.

The College will undertake surveillance of the College System and intermittently monitor its use. This surveillance includes, but is not limited to, the monitoring and inspection of:

- any device used to access the College System, whether owned by the College or by a user
- emails or email accounts
- files
- records of internet use (including sites and pages visited, files downloaded or uploaded etc.)

Staff who, in the course of their work, have access to files, records and other such data belonging or relating to others, must take precautions to ensure the security of any personal and sensitive information. Such information must only be divulged in accordance with legislation.

The College may provide equipment and devices to users for access to the College System. It is expected that due care of these items will be taken by users.

The College’s insurance policies do not extend cover to users’ personally owned equipment or devices. Personally owned equipment and devices brought to the College are the responsibility of the owner. The College will not accept any responsibility for the loss or damage of equipment or devices. The College will not undertake the recovery of any cost of repairing or replacing personally owned equipment or a portable device.

A user who has breached their obligations under this Policy or any associated procedure, code or agreement, may be subject to disciplinary action by the College, including but not limited to termination of employment or enrolment, as the case may be, and/or penalties under law.

Responsibilities

The Principal has responsibility for material and links published by the College on the internet. The Principal should ensure that the safety and privacy of students and staff is not compromised by materials published by the College on the internet.

Staff of the College must adhere to all College policies and procedures.

Related Documents

Privacy Policy
ICT Code of Use for Staff
ICT Student Usage Agreement
Records Management Procedure
Child Protection Policy

End of Policy