

STUDENT ICT USAGE POLICY

Rationale

Information and communications technology can provide enormous educational and social benefits to all users when used in a positive and responsible manner; however, it is not without risk.

The safety and well-being of all students is of fundamental importance to Chevalier College. The staff of the college have a range of obligations relating to the safety, protection and welfare of the students in their care.

Key Legislation

Privacy Act 1988

Children and Young Persons (Care and Protection) Act 1998

Copyright Act 1968

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

This policy aims to encourage safe, responsible and appropriate use of technology and inform students and parents/caregivers about the expectations the college has of its students who access and use technology while at school or in relation to school.

This policy also aims to assist staff to exercise their duty of care to all students.

Scope

This policy applies to all students of Chevalier College.

Definitions

Student means any currently enrolled student of Chevalier College.

Device means any device capable of accessing the internet, accessing a mobile telephone network and/or recording or replaying material (including sounds, pictures and movies).

Policy

Students are responsible for their behaviour when using information communications technology (ICT) systems just as they are responsible for their behaviour in a classroom or in the playground. Communications on ICT systems are often public in nature and general college rules for behaviour and communication apply when students access these systems.

At school, students must:

- not use devices during breaks unless specifically authorised by a staff member for the purpose of the student's learning
- ¹not use devices for any personal purposes between 8:45am and 3:30pm, including, but not limited to, telephoning or messaging parents except in specific circumstances where authority has been given by a staff member such as calling parents when returning from an excursion.
- only access College sanctioned applications
- use devices in accordance with this policy and with any other code or direction given by a member of college staff.

Any classroom teacher may determine particular conditions under which a device, including a personal device, is used and the purposes for which it is used.

The college ICT department monitors student activity on the college network.

If the college has good reason to suspect inappropriate activity on the college network by a student, staff may access any device/s that the student uses to connect to the college network, including a personal device, and review files and communications. **Students should not expect that their files, information and access history stored on the college network, college devices or personal devices used at school will be private.** College staff can instruct a student to remove inappropriate data etc. from a personally owned device or, if it is deemed an appropriate course of action, a staff member may remove that data from the device.

Misuse of the college network, a college device or equipment, or personal device brought to school will lead to disciplinary action that may include the cancellation of ICT privileges at the college and/or confiscation of a device and/or other disciplinary action.

It is expressly forbidden for students to wilfully:

- record, display, transmit or deliberately receive any material that is offensive in any way
- post anonymous messages
- plagiarise content from the internet and/or violate copyright laws
- use the network for non-educational purposes, such as personal, commercial or political purposes
- corrupt or modify files or introduce or spread viruses, or damage or disrupt the college ICT network, data files, software or devices
- violate the privacy of others by using passwords/credentials other than their own to access college ICT or by publishing the personal, sensitive and/or confidential information of others
- post chain letters or engage in "spamming"

¹ Disciplinary action will be taken if a student is discovered using a device without authorisation. This action includes, but is not limited to, confiscation of the device. If students need to contact their parents during the school day, or vice versa, this can be done through Student Services by parents calling the school and asking for a message to be sent to their child or by the student making a call to their parents from the Student Services' phone.

- attempt to illegally access other networks or undertake illegal activities as defined by state or Commonwealth laws
- contravene licence agreements or violate regulations prescribed by the service provider
- access websites through proxies or deliberately bypass content filtering
- give out personal information (including name, address, contact numbers, passwords, log-ins etc.) over the internet
- access any application, including social media, that has not been sanctioned by the college.
- Engage in behaviour intended to intimidate, harass or bully.

The college will impose sanctions for any breach of the above rules. Additionally, breaches of many of the above will result in information regarding such breaches being forwarded to the appropriate authorities, including the police.

Students must respect the rights of other ICT users.

Students are responsible for the security and care of their portable device and any device loaned to them by the college.

The college accepts no responsibility for the loss or damage of students' portable devices. Students' portable devices are not covered by the college's insurance policies, and the college will not undertake the recovery of any cost of repair or replacement of a portable device.

The ICT services of the college are provided for education purposes and, during school, teachers will guide students toward appropriate materials on the internet. Outside of school, families bear the responsibility for guidance, as they would with other information sources such as television, telephones, movies, radio and other media.

End of Policy