

INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY

POLICY STATEMENT

The College supports the use of ICT (information and communications technology) in providing a supportive learning and teaching environment consistent with Salesian

SCOPE

Sanctions for Students breaching this policy may include limited or forfeited computer privileges, a caution, detention, suspension, expulsion and criminal investigations by Victoria Police.

Take images or videos with their own devices (there are College cameras that can be used for this purpose)

Take photos or video of members of the College community without their consent

Play digital games without approval from either IT Department or their teacher

Connect to personal hotspots while on College Campuses

When using College services students will never knowingly initiate or forward emails or other messages containing:

A message that was sent to them in confidence

A computer virus

Chain letters and hoax emails; Spam, e.g. Unsolicited advertising material

Any non-educational related content

When using College services or non-College services, students will never send or publish either through internet sites, e-mail or mobile phone messages:

Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments

Threatening, bullying or harassing material or make unreasonable demands

Sexually explicit or sexually suggestive material or correspondence

False or defamatory information about a person or organisation

The name or crest without the written permission of the Principal

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of College services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

DEFINITIONS

PRINCIPLES

There are considerable benefits to be derived from ICT in educational settings. However, schools need also to be aware of risks. The care and safety of students is an overriding obligation.

RELATED POLICIES

Child Safety Policy

Code of Conduct

Privacy Policy

The Privacy Act 1988

Copyright Act 1968

LAPTOP AGREEMENT

Educational purpose - Students are to use the laptop, College network, IT resources or infrastructure for educational purposes only. It is each at home each evening. The laptops must be taken to each class every day. Students are required to use their laptop for homework and assessment tasks. Students are responsible for backing up of all personal data and the loss of data cannot be grounds for an appeal in relation to any assessment task or homework. Teachers will manage the use of the laptops in the classroom and no student is to take out or use a laptop without the permission of the classroom teacher.

Cybersafety Students must not access or retain any material or activity that might put themselves or anyone else at risk. Students must not use ICT to bully, upset, offend, harass, threaten, defame, tell lies about, impersonate or harm another, even if the intention was to joke. Students must not access, attempt to access, download, save, store, print or distribute inappropriate, age restricted

virus protection, monitoring or filtering. Students must not disclose personal information (e.g. name, address, email) on (e.g. name, address, (e)13(,)6(ph)iuBT/F3

INSURANCE

The College has an insurance policy that covers
