ACCEPTABLE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGIES POLICY

Introduction:

Penola Catholic College is committed to ensuring it creates and provides appropriate learning spaces that utilise the latest technologies, which facilitate the use of 21st Century Skills. It is recognised that teaching and learning is transforming as information and communications technologies alter the ways in which information may be accessed, communicated and transferred through access to online resources and services.

The College also recognises that ICT skills are essential to assisting students in best achieving their learning outcomes, to fully participate in our global society and to prepare students for future employment opportunities. In responding to these changes the College actively supports access by students to the widest variety of Information and Communications Technologies that includes a 1:1 Laptop Program and allows students to bring and use their own personal digital devices such as mobile phones, MP3 players, iPods and similar technologies. This Policy sets out the requirements to ensure that they are used responsibly at school and for the purpose of teaching and learning.

This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of Information and Communication Technologies. It is designed to assist in managing the safe and responsible use of these technologies by students so as to enhance their learning opportunities and involves parents as partners in assisting their children in the proper use of these devices. It is underpinned by an overall requirement for students to exercise care and use of digital devices in a considerate manner and to be aware of situations in which others could be adversely affected by their actions.

This policy addresses the acceptable use of ICT in the following areas:

- 1:1 Laptop Program
- All other ICT facilities within the College
- Personal Digital Devices such as mobile phones (The use of these devices is a privilege and may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the College's requirements and guidelines.)

This Policy also applies during school excursions, sporting events, camps and co-curricular activities.

The completed Acceptable Use of Information and Communications Technology Policy Agreement must be signed by students and their parents or guardians to signify that they have read and accept the conditions for using any of these technologies at school, and kept on file at the College.

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This Policy is aligned with current Privacy Act 1988 and the College Bullying and Harassment Policy but it does not replace an individual's obligations as set out within these documents.

The Role of Students

Students are responsible for their own acceptable behavior on the College computer network and Internet. Communications on the information networks are public in nature and the general College rules for student behavior, conduct and standards of communications apply. With regard to the resources and facilities offered by Penola Catholic College, access is a privilege and is provided to enrich the learning experience.

All students are responsible for ensuring that they have sufficient bytes to be able to meet the daily classroom curriculum requirements. If they exceed the allocated amount before the end of each term, they are responsible for ensuring they purchase extra bytes before their next class.

It is presumed that all users will comply with the College Acceptable use of Information and Communications Technology agreement they have signed.

It is an expectation that student laptops will be brought to school each day and taken to every class to utilise the wide range of on-line resources. Laptops will be taken home each night and fully charged for the next day. Excursions, College Assemblies and Sporting events are the only exception to this rule.

Students are not permitted to access any social media whilst on College premises or school related activities.

The Role of Parents

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources at home. The College expects that these standards will be in accordance with the College Acceptable use of Information and Communications Technologies Policy.

Parents and guardians are also responsible for ensuring safe and responsible use of College equipment at home, keeping the devices well maintained, in working order and adhering to the 1:1 Laptop Program Guidelines.

Parents have a role to play in accessing and understanding the wide range of on-line College resources.

The Role of Staff

It is an expectation that all staff will incorporate the use of ICT throughout the curriculum in order to enhance the learning experience, and that teachers will provide guidance and instruction to students in the appropriate use of such resources.

This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

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All staff have access to a wide range of on-line resources and are expected to use them responsibly and safely according to College guidelines as outlined in this policy.

The Role of the College

The College undertakes a commitment to implement and uphold the Acceptable Use of Information and Communications Technologies Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of online resources and services throughout the College's curriculum.

In addition, the College will actively support the professional development of all staff to ensure the effective inclusion of Information and Communication Technologies at the College.

Actions undertaken by the College will be in keeping with the College and eLearning Strategic Plans and Annual Action Plans in order to continue to improve its position as a provider of high quality education in the community.

College Facilities & Resources

At Penola Catholic College students have access to a number of resources within and outside the confines of the College, which enable students to access high quality resources and facilities. Listed below are the guidelines for acceptable use of the various facilities and technologies available to students:

Students also have access to a large number of desktop computers that are used within specialised areas. It is expected that when using these devices students behave in an appropriate manner and do not physically damage their own or any other laptop or desktop computer.

Students are not to display inappropriate images or play games, which are deemed inappropriate by the College.

Students are provided with all software applications necessary to assist them with meeting curriculum outcomes.

Network

Students are given access to the school network for educational purposes that relate directly to schoolwork. All students are provided with a network account, whereby they are provided with a storage area and have access to a shared drive. Teaching staff and network administrators have access to student storage areas.

Access to the school network is via a school generated username and password. Sharing of usernames and passwords is strictly prohibited.

Internet

All students whilst logged on to the College network are provided with internet access, to allow them to access educational resources, such as eBooks and various other educational learning tools. It is an expectation that all students do not violate copyright laws and are responsible when downloading from the Internet. Should students reach

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their download limit they are responsible for ensuring they 'top up' their bytes prior to the next class. Students are provided with sufficient download limits.

Students are not permitted to access any social media whilst on College premises or school related activities.

Users of the College Internet System need to be aware that all on-line activity is monitored and that logs are kept of all sites accessed.

Infringement of Copyright

Material on the Internet is the intellectual property of its author or creator. The College expects that students will acknowledge the author of any material that they use. Students deemed to be engaging in plagiarism will lose any credit that may be due for the work that has been submitted.
The College does not condone students "hacking" or deliberate unauthorised alteration of any content in any website or network location.

Malicious Damage

Students who are identified as having caused malicious damage will be dealt with individually and if warranted will be passed on to the appropriate authorities.

Email

All students are provided with an email account to enable communication with staff and other students, and to provide access to online educational resources. It is therefore the expectation of the College that students use only the school email account to email teachers. It is the responsibility of students to check their College emails at least twice daily to ensure they do not miss any important information.

It is expected that when creating accounts for eBooks, or any web 2.0 applications that are used for educational purposes, that the College email account allocated to each student is the account used.

The College email is only to be used for educational purposes. Access or sending offensive, rude, violent or sexually explicitly material will not be tolerated by the College. Offenses of this nature will be dealt with on an individual basis.

Email is filtered for inappropriate language.

Inappropriate Use of Email and Chat

Anyone deemed to be using email or chat to abuse, vilify, harass or offend another person will be subject to the College's Prevention of Discrimination, Harassment & Bullying Policy. This Policy outlines processes for dealing with issues of bullying and harassment and the consequences will be determined in the light of the Policy.

On-line Resources

To be added

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Personal Digital Devices

1. Responsibility

1.1. It is the responsibility of students who bring Personal Digital Devices to school to abide by the guidelines outlined in this document.

1.2. The decision to provide Personal Digital Devices to their children should be made by parents / guardians. It is not a College requirement to have these at school with the exception of laptops.

1.3. Permission to have a Personal Digital Device at school is dependent on parent/guardian and students signing this agreement.

1.4. Students will be responsible for bringing their own data cables to school as required.

1.5. There will be limited provision for recharging devices at the College.

1.6. Students are responsible for ensuring that they provide the College with their current mobile phone number. On occasion, the College may need to communicate vital information or contact students in case of an emergency or while on excursions etc.

2. Responsible Behaviours

4.2 With the exception of laptops, Personal Digital Devices should be switched off and kept out of sight during classroom lessons, exams and College activities such as excursions and sporting events. Exceptions are permitted only when teachers direct the students to use them as a teaching and learning tool.

4.2 Personal Digital Devices must be turned off immediately if a student is instructed to do so by a College Staff member. A College Staff member may confiscate a PDD from a student at any time if used inappropriately. Staff may also check PDDs if there is a concern about inappropriate usage.

4.2 Personal Digital Devices must not be used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.

4.2 Unless express permission is granted, Personal Digital Devices should not be used to make calls, send SMS messages, surf the internet, take photos, play music and movies or use any other application for social networking, during school lessons and other school activities, such as assemblies and sporting events.

4.2 Students and parents are asked not to contact each other during class time using Personal Digital Devices. In case of emergency or illness, the Campus Office remains the only vital and appropriate point of contact and can ensure students are reached quickly and assisted appropriately.

4.2 Personal Digital Devices must not disrupt classroom lessons with ringtones or beeping.

4.2 Using Personal Digital Devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

4.2 It is forbidden for students to use their Personal Digital Devices to photograph or film any student without their consent. It is a criminal offence to use a

Personal Digital Device to menace, harass or offend another person. Calls, text messages and emails can be traced.

4.2 Personal Digital Devices are not to be used in changing rooms or toilets at any time.

4.2 Personal Digital Devices used inappropriately will be confiscated.

4.2 Should there be repeated disruptions to lessons caused by a Personal Digital Device, the students

4.2 face further disciplinary actions as sanctioned by the College.

4.2 Personal Digital Devices are not permitted during examinations or assessments. Students in breach of this policy will face disciplinary action as sanctioned by the College and the Victorian Curriculum and Assessment Authority.

4.2 Any student who uses vulgar, derogatory, or obscene language while using a Personal Digital Device will face disciplinary action as sanctioned by the College (refer to Responsible Use of ICT in Student Planner).

3. Theft or damage

3.1 Students should mark their Personal Digital Devices clearly with their names.

3.2 To reduce the risk of theft during school hours, students who carry Personal Digital Devices are advised to keep them well concealed and not 'advertise' they have them.

3.3 Personal Digital Devices that are found within the school premises and whose owner cannot be located should be handed to the Campus Office.

3.4 The College accepts no responsibility for replacing lost, stolen or damaged Personal Digital Devices. Parents are advised to check their home contents insurance for coverage of student laptops and other devices.

3.5 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password / pin numbers confidential.

4. Sanctions

4.1 Students who infringe any of the rules set out in this document could face having their personal digital devices confiscated by staff.

4.2 The Personal Digital Devices will be kept in a secure place within the school. In the first instance, the staff member will issue a warning and / or confiscate the item.

4.3 Repeated infringements will be dealt with according to the College Wellbeing & Personal Responsibility Policy and the Behaviour Management Plan, as appropriate.

4.4 Serious breaches may be referred to the Police for investigation. In such cases, the parent or guardian would be notified immediately.

It should be noted that it is a criminal offence to use a Personal Digital Device to menace, harass or offend another person. If the disciplinary action as sanctioned by the College is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Police.

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