

*This policy relates to the use of all Information and Communication Technology and includes internet, computers, laptops, iPads, mobile phones, associated networks, networking equipment, corporate systems including email and social network systems and any other emerging technologies not listed. Salvado Catholic College expects responsible choices with the use of ICT and attempts to ensure all users understand the implications of their choices. Responsibility for appropriate use of the technologies lies with the user.*

### RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. As a privilege and gift from God, new learning needs to be accompanied by the development of a matching sense of social responsibility (Mandate, para 72).

### DEFINITION

**'Information and Communication Technology (ICT)'** includes all computer hardware, software, systems, data, digital communications 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 the reputation of a person in the estimation of others.

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

**Social media** refers to internet based applications that allow users to share information and create communities (e.g Facebook, Twitter)

**Digital Citizenship** is an acceptance and upholding of appropriate and responsible behaviour with regard to the use of Digital Technologies. This involves using Digital Technologies appropriately. Digital Citizenship includes attributes such as:

- appropriate online etiquette
- literacy in how Digital Technologies work and how to use them
- an understanding of ethics and related law
- knowing how to stay safe online and putting this into practice.

## **SYSTEMS AND STRUCTURES**

At Salvado Catholic College all learning spaces are fitted with digital screens and Apple TV'S. Students have access to a set of iPads.

## **PRINCIPLES**

1. ICT shall reflect the teachings and educational goals of Salvado Catholic College as a Catholic school. Access to ICT shall be balanced with all elements of the College curriculum.
2. Using Salvado Catholic College ICT is a privilege. This privilege can be removed if College rules are broken. Students using the College's ICT must not break State or Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed using Salvado Catholic College's ICT, including emails, are the property of the College, and as such, are subject to monitoring by the College.
4. Access to ICT is provided to students as a privilege and students have a responsibility to use it in accordance with the expectations of the College as set out in this policy.
5. The College policy on the use of ICT by students shall reflect the developmental stages of students.
6. The use of College ICT, including the internet and email, by students shall not be contrary to relevant State and Commonwealth laws (a summary of these laws are an attachment to this Policy and form 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).
7. As parents are the prime educators of their child/ren, they shall be informed of the College Policy and encouraged to assist in facilitating its implementation.

## **PROCEDURES**

1. Salvado Catholic College will implement and enforce this Policy on ICT use by students.
2. All students and their parents/guardians shall be made aware of and have access to the College Policy on ICT Use by Students.
3. Emphasis shall be placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, abuses and potential dangers. This educative process shall be integrated within all areas of the College curriculum and be available to the College community through various means including information sessions and the College website.
4. Students shall be educated regarding the attributes of a good digital citizen and demonstrate this understanding when using ICT.
5. The acceptable, unacceptable and unlawful use by students of ICT is listed below.

**Acceptable use may include but is not limited to:**

- following teachers' instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when emailing and interacting on social media
- researching information for a topic or assignment given by the teacher
- correctly acknowledging the work of others according to copyright laws
- respecting the privacy of others including other students and staff members
- informing the teacher if you are concerned that you have accidentally accessed inappropriate material
- handling all ICT equipment with care.

Students are expected to utilise available technology in a responsible manner and display the attributes of safe digital citizenship, such as:

- treating others with respect in online spaces
- refraining from stealing or damaging others' digital work, identity or property
- making appropriate decisions when communicating through digital media
- protecting personal information from third parties.

**Unacceptable use may include but is not limited to:**

- using ICT without permission or without supervision by a teacher
- visiting any site that has not been approved by the teacher
- using the internet to access offensive or inappropriate information
- interfering with emails or files belonging to others
- disclosing passwords, usernames and other confidential information to other students
- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent/caregiver
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
- accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

**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.

6. Examples of 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 networks, or constitutes a 'cybercrime'
  - is otherwise contrary to College rules or policy.
7. Unacceptable use of ICT constitutes a serious breach of College 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.
8. Unlawful and/or serious misuse of ICT may result in the College involving the Police or other government agencies.
9. This policy shall be available to the College community through appropriate means, for example, the College Website, or in a hard copy format when requested.
10. The use of the College, student or family owned ICT at the College site shall be informed by the support documentation published on the CEWA website.

## REFERENCES

Bishops of Western Australia 2009, *Mandate of the Catholic Education Commission of Western Australia: 2009-2015*  
Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying  
*Copyright Act 1968 (Cth)*  
*Equal Opportunity Act 1984 (WA)*  
*Classification (Publications, Films and Computer Games) Enforcement Act 1996*  
*Criminal Code Act (WA)*  
*Cybercrime Act 2001 (Cth)*  
*Privacy Act 1988 (Cth)*

## RELATED DOCUMENTS

CECWA policy statement 2-C15 Information and Communication Technology Use by Staff

## ATTACHMENT

### *Important Statutes Which Are Applicable to Students' Use of School ICT Include:*

#### **Copyright Act 1968 (Cth)**

*Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.*

#### **Equal Opportunity Act 1984 (WA)**

*This Act precludes:*

- *Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education.*
- *Sexual harassment and racial harassment in the workplace and in educational institutions.*
- *Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.*

#### **Censorship Act 1996 (WA)**

*Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.*

#### **Criminal Code (WA)**

*Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.*

#### **Cybercrime Act 2001 (Cth)**

*Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication e.g. 'hacking' or infecting computer systems with a virus, are illegal.*

#### **Privacy Act 1988 (Cth)**

*Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.*

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