

## RATIONALE

Information and Communication Technology (ICT) is utilised in schools for the purposes of learning, teaching and administration. ICT offers schools teaching and administrative tools to help students develop to their full potential and implement effective and efficient business practices. ICT also presents risks that must be understood and managed.

In accordance with the teachings of the Catholic Church, the practice of communication regardless of the medium, must be honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

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)

## DEFINITIONS

**'Information and Communication Technology (ICT)'** means all computer hardware, software, systems, data, digital communications and technology including the internet, email and social media.

**Defamation** is a written or verbal statement that tends to lower another person's reputation in the eyes of ordinary members of the community, or leads people to ridicule, avoid or despise the person, or injures the person's reputation in business, trade or profession. There are a number of defences available against a claim of defamation including that the statement is true, or an honest opinion on a matter of public interest.

**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).

**Catholic School** refers to an educational venue as defined in the Teacher Registration Act 2012 that is a part of the Catholic Education system in Western Australia. This includes schools as well as Early Learning and Care Centres.

## PRINCIPLES

Salvado Catholic College has a responsibility to ensure appropriate precautions are taken to minimise the risk of exposure to inappropriate and offensive material to students and staff, and ensure the dignity of the person is maintained and respected.

The use of ICT by staff, must comply with:

- child protection policies
- relevant State and Commonwealth laws (a summary of these laws are outlined in the related documents section of this policy statement)
- College rules or policies
- Code of Conduct

Access to ICT is provided to staff to support their duties as staff members of the College.

All written, graphic, audio, video and other materials created, produced, communicated and stored using ICT for College purposes, are the property of the College, and as such are subject to monitoring by the College. The College has the right to monitor all ICT logs which are the property of the College.

The use of ICT by staff must not constitute unacceptable or unlawful behaviour.

## PROCEDURES FOR STAFF

1. Salvado Catholic College shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.
2. Salvado Catholic College is committed to ensuring that all staff are aware that unacceptable use of ICT will not be tolerated under any circumstances and that disciplinary action will be taken against any staff who breach this policy.
3. It is the responsibility of the classroom teacher to explicitly teach their students the elements of 'Digital Citizenship' appropriate to each year level.

### 2.1 Acceptable use.

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

- facilitating, gathering and disseminating appropriate information for educational or related purposes
- encouraging collaborative projects and resource sharing
- assisting technology transfer
- fostering innovation
- building broader infrastructure in support of education and research
- fostering professional development
- undertaking administrative functions
- any other tasks that are for educational or related purposes or support and promote the school and its ideals.

### 2.2 Unacceptable use.

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

- accessing ICT systems without proper authorisation
- transmitting or deliberately accessing and/or receiving material that is inappropriate or offensive
- inappropriate or offensive material that includes but is not limited to: threatening, sexually explicit, offensive, defamatory or discriminatory
- materials, or material that may be harmful either physically or emotionally, including bullying or harassment within and outside the school
- unauthorised disclosure or communication of information concerning any password, identifying code or other confidential information without permission
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, unsolicited advertising, intentional propagation of viruses in any form, and using the network to make unauthorised entry to any other machine accessible via the College's network (i.e. 'hacking')
- breaching copyright laws, including software copyright, reverse engineering of software or other laws governing intellectual property
- conducting private business for commercial gain or promotional material unrelated to a staff member's role in the College using the College's ICT
- bringing the College or Catholic Education Western Australia into disrepute.

## 2.3 Unlawful Use.

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

- defaming a person or an organisation using ICT
- infringing of copyright laws, i.e. reproduction and/or adaptation of copyrighted material by downloading and further disseminating the material
- use of ICT in a way that could constitute sexual discrimination or sexual harassment
- communicating with or contacting students on a personal level via written or electronic means without a valid context
- use of ICT that could constitute cyber bullying
- storing, displaying, creating or sending sexually offensive material
- use of ICT in a way that is discriminatory on the basis of, for example, race, sex, gender, disability or age
- undertaking activities which breach State or Commonwealth legislation.

3. Personal use which does not constitute 'acceptable use' in accordance with the provisions of Procedure 2.1 and is purely personal in nature should be limited.

4. Unacceptable and/or unlawful use of ICT may constitute misconduct and/ or serious misconduct and may warrant disciplinary action. Any acts of continued misconduct may result in the termination of a staff member's contract of employment.

5. Digital communications are subject to the records management processes of the College in accordance with the CECWA policy statement 2-D8: 'The Management of Confidential Information' records either in electronic or hardcopy form by the staff member. From time to time, the College shall remind staff in writing either through the Staff Handbook or by email that emails sent by staff will be monitored. Salvado Catholic College will also remind staff that any digital communication of an official nature, particularly to persons outside of the College, must be included in the school's records either in electronic or hardcopy form by the staff member.

6. 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's networks, or constitutes a 'cybercrime'
- is otherwise contrary to College rules or policy.

7. The use of ICT shall be informed by support documentation published on the CEWA website.

8. Unlawful and/or serious misuse of ICT may result in the involvement of the Police and other Government Agencies.

## Staff Email Protocols

Email is to be used as an efficient and time effective method of communication with parents and fellow staff members.

Email protocols ensure the effective and professional use of email communication between staff and community members in order to enhance the partnership between home and school, and to assist in communication between staff. Through the use of proper email protocols and language, staff will at all times, convey a professional image.

Basic email etiquette is to be adhered to at all times:

1. Be polite, professional and concise in all written communication, communicating with integrity and respect.
2. Use names – greet the correspondent by name and sign off with your name (or use a signature).
3. Use the subject field to clearly indicate the content of the email communication.
4. Never send emails that are offensive, threatening, defamatory or illegal.
5. Emails are not the appropriate form of communicating complex or emotive information. Staff should arrange a face to face meeting to communicate this instead.
6. When communicating with parents use the email portal on SEQTA.
7. Use the BCC field when sending bulk emails. In this way, the privacy of each recipient is respected.
8. Refrain from sending 'Reply All' unless absolutely necessary.
9. Be aware that email is not always confidential.
10. Acknowledge emails received. If an email requires some thought or consultation before being responded to, send a brief acknowledgement of receipt to the sender and inform them of an approximate time when you are likely to respond (within 48 hours).
11. Unless urgent, staff email communication to parents should not occur after 5:00pm during the week nor on weekends.
12. Using emails for illegal activities is prohibited.

## Social Media

The use of the See Saw app or other digital communication media is encouraged in all Learning Spaces. Teachers are to be aware of the content they are uploading to this form of media and ensure that it is appropriate. Teachers are to involve the students in the process of uploading work samples and photographs to this media in line with the attributes of Digital Citizenship.

**All staff are to be aware of students who have not been given permission for their photographs to be used.**

## REFERENCES

Bishops of Western Australia 2009, *Mandate of the Catholic Education Commission of Western Australia: 2009-2015*

Catholic Education Commission of Western Australia policy statement 2-D8 The Management of Confidential Information

Catholic Education Commission of Western Australia policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff)

## ATTACHMENT

### *Important Statutes Which Are Applicable to Staffs' 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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2017	2018