

Catholic Ladies' College



Student Information & Communication Technology Policy

Stage	Date	Ratified
Initiated	2011	2011
Review 1	2013	2013
Review 2	2015	2015
Review 3	2018	2018
Review 4	2020	2021

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Under the Stewardship of
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



Catholic Ladies' College Ltd

[ACN 058 164 891] [ABN 44 058 164 891]

Student Information and Communication Technology Policy

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Purpose

'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at Catholic Ladies' College because digital information and communication are important mediums for contemporary learning and teaching and administration. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at Catholic Ladies' College are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. Catholic Ladies' College, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at Catholic Ladies' College in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the Catholic Ladies' College community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the College. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the College. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

Principles

The use of digital technologies within our school by staff and students at Catholic Ladies' College is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)



- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

Policy

Internet and Network Access

Access to internet and network services are provided by Catholic Ladies' College to staff and students for educational and administrative purposes.

Access rights assigned to students and staff at Catholic Ladies' College will be determined by the Principal and may vary as educational and administrative purposes change.

Students and staff at Catholic Ladies' College may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

Expectations of users

All students and staff at Catholic Ladies' College are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever Catholic Ladies' College equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by Catholic Ladies' College against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The Principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines.

ICT Misuse Prevention Strategies

Catholic Ladies' College recognises that the implementation of whole of College prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICTs within our community.

The following initiatives form part of our overall ICT strategy:

- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to ICT use to students over the course of the academic year;
- Education, training and professional development of staff in appropriate ICT use;
- The regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a College community issue;
- The promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- All student login details and passwords are to be kept confidential to prevent others accessing their accounts; using another student's access details is strictly prohibited;
- Access to College networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection;
- Approval must be sought before connecting privately owned ICT equipment and devices to College networks to avoid the risk of malware;
- Students are required to sign and abide by Catholic Ladies' College's Student Digital Citizenship Agreements which specify details of inappropriate usage. The Agreement is issued annually through permission forms and no student may use College owned ICT equipment and devices unless the agreement has been signed and returned to the College. All signed agreements will be kept on file on the College database;
- Prevention of inappropriate usage by students including:
 - Participation in non-educational activities such as the purchase and/or sale of products or services;
 - Illegal activities such as threatening the safety of others or engaging in criminal activity;
 - Tampering with or damaging computer hardware or software; and
 - Making, installing or downloading copies of software that is not licensed by the College.
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation;
- Appropriate copyright clearance is sought and the source of any information used or published is acknowledged, to avoid plagiarism;
- The College reserves the right to monitor, traffic and review all content sent and received on the College systems;
- Breaches of acceptable usage of ICTs will result in disciplinary action;
- Regular risk assessments of inappropriate ICT use within the College;



- Records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate;
- Statements supporting appropriate ICT use are included in students' College study planners;
- Posters promoting appropriate ICT use are displayed strategically within the College; and
- All staff have Family Zone software installed on their devices.

Monitoring

Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

Staff

An authorised person (e.g. Principal,) can monitor the use of the College's ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to information and communication networks from viruses and intrusions, current virus screening software is activated, and where appropriate, passwords are used by staff and students of Catholic Ladies' College. Firewalls will be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the College. Non-authorised staff and students are not permitted to have access to these levels of system management.

Email

Email service is provided for educational and administrative purposes. Staff and students at Catholic Ladies' College must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name and contact details. Catholic Ladies' College advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Catholic Ladies' College may create, or have created, a website with the approval of the Principal. These websites must be established and maintained in accordance with the College's policies and guidelines and relevant legislation.

Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the Principal.

Acceptable Use Agreements

Parents and students receive a PAM permission alert form requiring their acceptance of the CLC Acceptable Use Agreement. A copy is also contained in the Student Study Planner.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian/carer and school representative before the student is given access to, and use of, a College's internet, network services and devices.

Staff

Staff are required to use the internet and network services in accordance with this and other policies. Staff acknowledge their acceptance of these policies upon induction.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Student ICT Agreements;
- Signage promoting appropriate ICT usage;
- Effective student supervision;
- Effective supervision and monitoring of College networks;
- Effective incident reporting procedures;
- Effective management of incidents of inappropriate ICT usage when reported and/or observed;
- Regular risk assessments with respect to inappropriate ICT usage;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

**Related school policies**

- Positive Relationships (Anti Bullying) Policy
- Child safe policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Management (Discipline) Policy

Intended Audience	Staff, Parents/Carers, Students
Related Documents	Positive Relationships Policy (Bullying Prevention and Intervention) Cyber Safety Policy
Developed by	ICT and Student Wellbeing Teams (this policy supersedes the Student Digital Citizenship Policy)