St Mary's College
Founded by the Sisters of Mercy 1879

ICT ACCEPTABLE USE POLICY

INTRODUCTION

St Mary's College is committed to the use of Information and Communication Technology (ICT) in supporting and enhancing teaching and learning opportunities.

The College has a duty of care to provide a safe and secure technological learning environment. This technology provides access to the College network and the Internet through such devices as Chromebooks, desktop computers, laptops, iPads, tablets and mobile phones. The use of this technology by students should always be responsible, legal, appropriate and for educational use. It also needs to be consistent with the Catholic values and goals of the College.

NETWORK

- Students will be issued with a logon and password at enrolment. Students must keep their password confidential at all times. If a student suspects their network password has been compromised, they should contact ICT Support to have their password changed.
- The College reserves the right to monitor user accounts. Such monitoring may include, but are not limited to, real-time monitoring of screen content, tracking of web page visits, viewing of sent and received emails, monitoring material downloaded from the internet, and scanning and viewing of files saved on their individual network shares and Google Drive.
- Students found attempting to violate or compromise the integrity of the College network could be guilty of a criminal offence in which case they will be dealt with accordingly.
- Each student is allocated space on the College network for storage of school related materials.
- If illicit, non-school related, or unnecessarily large files are found on a student's network share or Google Drive, the College reserves the right to delete such files.

INTERNET

- Students are responsible for all internet material accessed via their account.
- The internet connection is to be used for school research, assignments and other school related activities only.
- The College internet connection is not to be used to download material that is unrelated to school work.
- Students must not knowingly attempt to access unacceptable content. If a student encounters an unacceptable site, they must report it to their teacher, who will advise ICT Support.

- Students are prohibited from accessing or downloading social media sites. These include internet chat sites as well as social networking sites such as *Snapchat, Instagram* and *Facebook*.
- Students must not attempt to bypass the content filtering software.
- Students must not post their email address or subscribe to content on a web page external to St Mary's College, unless directed by their teacher.

EMAIL

- St Mary's College provides an email account for all users.
- Students are encouraged to exercise great care when creating email messages, being aware that once a message is sent it cannot be retrieved and the sender has limited control as to where the message may go. At all times students should use appropriate language and images. Emails should be polite and respectful in tone.
- Students are not to send unauthorised broadcast messages.
- Students are not to send messages containing private information about themselves or others.
- Students should not forward messages sent to them privately, without the permission of the sender.
- Email is not to be used for "spamming" or sending unsolicited "junk mail", and must never contain inappropriate, abusive, or explicit content.
- Any user who feels uncomfortable about a message they receive or which they consider to be inappropriate must report it immediately to a staff member.

COPYRIGHT AND PLAGIARISM

- Students must respect the intellectual property rights of others and not copy and/or redistribute another person's work. Students should be conscious of the provisions of the Australian Copyright Act (1968) and Copyright Amendment Act (2000). All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright. Unauthorised copying, distribution or downloading of material may constitute breach of copyright.
- All sources must be properly referenced and acknowledged. Plagiarism (copying other people's work and pretending it is yours) is a serious matter and is dealt with in the College assessment handbooks.

BRING YOUR OWN DEVICE

- Students must bring their own device, as specified by the college. Use of these devices in class will be at the direction of the class teacher. Security and maintenance of these devices is the students' responsibility. The College accepts no responsibility in relation to damage or loss.
- Students are responsible to ensure their device is charged and in working order each day. The College provides no facility for charging.
- The College provides Chromebooks, desktop computers, iPads, and other technology for student use where their own device may not be appropriate or available. Tampering or vandalism of equipment may result in the student being banned from using College equipment.

MOBILE PHONES

- Mobile phones are an essential communication tool in a technological age.
- Students may bring a mobile phone to school. However, during school hours mobile phones may only be used with teacher permission and under teacher supervision. This also applies to recess and lunch times. For further information, please refer to the College's Mobile Phone policy.
- Mobile Phones that are used in an unauthorised manner will be confiscated and given to the Year Supervisor for collection from Reception at the end of the school day. Refusal to hand over a phone when requested will be treated as a defiance issue under the College Discipline Policy.

HARASSMENT

- It is unacceptable for students to use technology to harass others. Any incidents of harassment will be investigated and dealt with under the College's Bullying Prevention Policy.

PHOTOS

- It is unlawful to take photos of another person without their knowledge and permission. It is also unlawful to use technology to send or post photos of another person without their knowledge and permission. Unlawful acts will be reported to the relevant authorities. College authorities may also impose consequences for such serious violations of privacy.