



Caritas College

Policy

Information & Communications Technology
(ICT)

Rationale for a Information & Communications Technology (ICT) Policy

Information communication technology is integral to teaching and learning at Caritas College. This policy is designed to guide the College community in the appropriate and ethical use of information communication technology.

Caritas College acknowledges:

- communication and Entertainment technology is a useful and accepted part of everyday life;
- access to and use of information communication technology resources is integral to the teaching and learning process;
- respect for and care of these resources is essential to ensure systems security and integrity as well as availability for use by staff and students;
- students need to develop skills in the appropriate use of technology to assist independent learning;
- personal audio and entertainment equipment can discourage effective learning, socialising and verbal communication in school and on camps and excursions;
- in the interest of justice and equity for all families students should not be disadvantaged if there is no access to information communication technology at home. All students should have access to appropriate technology resources to assist their learning;
- developing skills in information communication technology can assist students to research, communicate and become critically aware of their world;
- mobile phones invite the indiscretions of text/video message relaying, interruptive phone calls and inappropriate communication during school hours;
- having expensive or coveted property at school increases the risk of theft;
- students are provided with opportunities to critically evaluate the ethical implications of technology use from a Christian perspective;

Policy Statement

Caritas College is committed to providing a contemporary ICT infrastructure for educational and business purposes in a way that enhances student and staff learning and contributes to the betterment and well-being of the community.

Members of the Caritas College community (staff, parents, caregivers, students and contractors) share in the responsibility of demonstrating a standard of Christian respect for the dignity of each person in use of ICT's. The technologies are to be used in harmony with the Catholic ethos of the College.

As information communication technology is an evolving phenomenon, it is possible new and unforeseen information technology related situations may arise before the policy is reviewed. Under these circumstances, the intent of this policy should be applied to cover such situations.

The Caritas College ICT Policy is to be adhered to by all members of the community, whether this be during working hours or after hours, both at school or remote access.

Role of the School Board is to:

- support the implementation of the Information Communication Technology and Electronic Devices Access and Use policy;
- participate in the development, implementation and review of this policy;

Role of the Principal:

- be familiar with, understand and be committed to implementing this policy
- provide opportunities for the Caritas community to be informed and educated about the appropriate use of ICT's;
- be responsible for the overall implementation of the Student Acceptable Use Agreement form and ensure effective management of the ICT resources of the College;
- plan strategically for the sustainable management of ongoing maintenance and updating of the ICT infrastructure of the College;
- monitor and review electronic communications;
- support staff by providing relevant training including technical skills and protective practices;
- take reasonable steps to protect the personal information that is held from misuse and unauthorised access and ensure any breaches in the use of information communication technology are appropriately investigated and handled;

Role of Families is to:

- undertake to support the College policy by ensuring their child is following the guidelines where possible;
- read and discuss the Student Acceptable Use Agreement form with their child(ren) and sign to this effect;
- monitor their child's information communications technology usage at home;
- promptly report to College leadership any known or suspected breaches of the acceptable use agreement;
- ensure the student have their device at school each day in a condition that will enable it to be usable for any educational purpose;
- take financial responsibility for any intentional damages made by their child towards any College provided or personal ICT devices;
- ensure communication with their child(ren) is made through the front office of each campus during regular school hours and not directly with the child;
- ensure students fulfil their responsibilities as outlined in this policy;

Role of Staff Members is to:

- educate students about the use of ICT's and the risks involved in their use, including the potential inaccuracy of online information, ways to check the authenticity of information, and strategies to stay safe online;
- work with the College Executive to implement regular information and education sessions for students (and where appropriate, parents) to promote understanding of available technologies, the benefits of, and inherent risks involved in, use of those technologies, and the content of the acceptable use agreement;
- promptly report to College Executive any known or suspected breaches of the acceptable use agreement;
- have a responsibility to use ICT's in an appropriate, ethical, professional and lawful manner;
- understand that any information or document transmitted or stored on the College computer network is not private;
- be liable for what is communicated (written word, spoken word, image and/or other) in any form of ICT;
- immediately notify the Principal or delegate and delete any inappropriate ICT material received either intentionally or unintentionally;
- only disclose personal information of another person with proper authorisation;
- take reasonable steps to protect the personal information that is held from misuse and unauthorised access;
- not intentionally seek information, obtain copies or modify files or passwords belonging to other persons, or representing others without express authority;
- ensure that there is no violation of the intellectual property rights of any third party when distributing information through the school or to any third party outside of the College;
- ensure all copyright laws are adhered to;
- be familiar with, understand and be committed to implementing the ICT Policy;
- make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately;
- participate in any training offered regarding the acceptable use of ICT's;

Role of Staff Members is to (continued):

will **NOT** use ICT's for the following purposes:

- to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other);
- to send, receive or store obscene, offensive or pornographic material;
- to discuss or comment on the physical appearance of other persons;
- to harass any person whether through language, frequency or size of messages;
- to injure the reputation of the College and or the Church in a manner that may cause embarrassment to the employer or the Church;
- to offend the ethos and values of Catholic teachings;
- to spam, spoof or mass mail or to send or receive chain mail;
- to infringe the copyright or other intellectual property rights of another person;
- to perform any other unlawful or inappropriate act;
- to modify or manipulate images of students in anyway;
- to disable, change, reverse-engineer or otherwise interfere with ICT services (including Cloud Computing Services);
- to take photos of students without permission;

Role of Students is to:

- be responsible for following the conditions outlined in the Student Acceptable Use Agreement Form and sign to this effect;
- comply with reasonable requests regarding the surrendering of their devices when deemed to be used in an inappropriate manner;
- report any incidences of breaches of the guidelines or system problems to a relevant staff member;
- identify their own learning needs and endeavour to develop their knowledge skills in the use of Information Communication Technology;
- seek permission if an alternative arrangement needs to be made to meet an individual or specific need;
- ensure that they have appropriate permissions to store files on the college network;
- ensure that any electronic interaction with other students is at all times appropriate and does not constitute bullying or harassment;
- report any unwanted/unsolicited material received during school hours to the Deputy Principal;
- report any inappropriate or misuse of information communication technology;
- ensure contact with any person outside the school environment is made through the front office during regular school hours;

Bases if discretion:

At the discretion of the Principal, students may be granted alternative or extended arrangements for access to information communication technology (e.g. extended borrowing of laptop computers) or denied access to these resources for a period of time if the conditions of use have been breached.

References

Caritas College Vision Statement
Caritas College Student Acceptable Use Agreement Form
Caritas College Behaviour Education Policy
Caritas College Social Media Policy

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