



Information Communication Technologies (ICT) Acceptable Use Policy

College Mission

Cabra Dominican College is a Catholic school in the Dominican tradition. It strives to provide an environment that nurtures and develops young people's unique gifts: liberating them in the search for truth and empowering them to create a better world. Cabra Dominican College is committed to providing an environment in which all students feel welcomed, safe and valued.

Context

Cabra acknowledges that information communication technology, the internet and social media are powerful tools for use in our educational search for truth, beauty and the good in the world. As such we seek to empower students to use these tools in a manner befitting the College's Catholic ethos and Dominican ideals of praising, blessing and teaching. Cabra expects technology to be used in a safe, responsible, respectful and ethical manner at all times.

Policy Statement

Cabra is pleased to offer the use of information communication technology (ICT) resources for both administrative and educational purposes. These resources enable greater communication between staff, students and parents, creating digital learning environments where students can motivate themselves and each other to become independent, lifelong learners. At all times use of ICT must be in keeping with legal requirements and the ethos and policies of Cabra.

The principles and responsibilities outlined below cover the acceptable use of Cabra's information communication technology both on and off campus:

- College Network
- College Hardware
- Personal Mobile Technology
- Cyber-safety

Scope

This policy applies to all students, parents/caregivers and is supported by staff working within or for Cabra Dominican College.

Principles

Learning, communication and collaboration are enhanced through access to the College network. All students have individual user accounts that provide access to the college's shared resources, intranet, email and Learning Management Systems (LMS). The internet is in a perpetual state of evolution and as such the College claims no control over the content or subject matter of the information available via the internet and email but aims to monitor and promote responsible use of this valuable medium.

Cabra Dominican College employs a wide range of ICT including data projectors, desktop computers, laptop computers and mobile devices. All hardware is to be used in accordance with its intended use and handled in a respectful manner.

A strict one-size-fits-all approach to ICT will not adequately cater to the needs of everyone. Use of personal digital devices supports students in their diverse learning styles. Cabra Dominican College is aware of the educational benefits to be gained by integrating the use of the digital devices that students already own and use.

Children and young people grow to their full potential when they are provided with a spiritual, emotional and physical environment that is enriching and safe. All internet users have a digital or online reputation. This is the opinion or view

that others have about the user, based on what they say and do online. It is important for students to learn how to use information communication technologies (ICTs), including mobile technologies and social networking sites, in responsible and ethical ways in order to become responsible digital citizens. Cabra Dominican College aims to provide and maintain a cyber-safe culture that is in keeping with our Catholic ethos.

Responsibilities

All stakeholders (students, parents/caregivers, staff) will:

- behave ethically and responsibly in all dealings with others;
- observe obligations regarding confidentiality and privacy;
- maintain a secure username and password, and ensure that they do not provide the password to anyone else;
- not attempt to gain unauthorised access to anyone else's account or user information, or otherwise attempt to defeat any security controls (i.e. VPNs, proxy servers);
- not use a virtual private network or proxy server to bypass the College network restrictions;
- not use another person's email account or other means of communication to send any communication in that other person's name (unless specifically authorised by that person);
- not take photos or video of members of the school community without their consent;
- ensure that they do not permit or facilitate unauthorised use of Cabra ICT Facilities by anyone;
- promptly report any accidental or intentional, suspicious online activity or breach of this policy;
- not use ICT 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 (whether they receive the message or not) 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
- report intentional access to the network through the use of another user's account.

Students will:

- ensure their mobile technology (e.g. laptop) is fully charged before arriving at school;
- use College hardware for school-related activities and research;
- treat College hardware carefully, and alert teachers of any problems.

Parents/caregivers will:

- support responsible and appropriate use of the College network and hardware;
- ensure their online communication with members of the College and wider community is both courteous and respectful, and in keeping with the Catholic ethos of the College;
- support their child's cybersafety at home and discuss the issue of online safety;
- ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.

Staff will:

- use ICT in an appropriate, ethical, professional and lawful manner;
- should not expect that any information or document transmitted or stored on the College's computer network is private;
- be permitted to use the ICT facilities for personal reasons, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties in the school, or with the school's functions. However, any use of ICT for personal purposes is still subject to the same terms and conditions as otherwise described in this policy;

- may be liable for what is communicated (written word, spoken word, image and/or other) in any form of ICT, ICT is neither private nor secret
- immediately notify the Principal or delegate and delete any inappropriate ICT material received either intentionally or unintentionally;
- will only disclose personal information of another person with proper authorisation;
- will take reasonable steps to protect the personal information that is held from misuse and unauthorised access;
- will not intentionally seek information, obtain copies or modify files or passwords belonging to other persons, or representing others without express authority;
- will ensure that there is no violation of the intellectual property rights of any third party when distributing information through the College or to any third party outside of Cabra;
- will ensure all copyright laws are adhered to;
- will be familiar with, understand and be committed to implementing the ICT Policy;
- will make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately.

Executive Leadership will:

- develop, monitor and review the policy in accordance with the legal requirements and the Church's teachings;
- allocate resources to facilitate ongoing training and support in ICT education and usage;
- be familiar with, understand and be committed to, implementing this policy;
- provide opportunities for members of the Cabra community to be informed and educated about the appropriate use of ICT;
- ensure the necessary infrastructure is in place to support appropriate ICT usage;
- monitor and review electronic communications where inappropriate use is suspected, with the permission of the Principal or her delegate;
- take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

Breaches

Behaviour that breaches this policy will be taken seriously and may result in disciplinary action being taken. Depending on the infringement, serious consequences such as a sanction, suspension, expulsion or ban on using any of the College's technology may occur. Cases of serious, deliberate and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Related Documents and References

- SACCS Behaviour Education and Personal Responsibility Policy (2010)
- SACCS Policy for the Care, Wellbeing and Protection of Children & Young People (2011)
- CESA Information and Communications Technology Security Policy (2015)
- CESA Communications Technology Policy (2005)
- SACCS Procedures for Dealing with Allegations of Misconduct (2005)
- CESA Pastoral Care Policy (2016)
- Cabra Dominican College Restorative Approach Process
- Cabra Dominican College Principles for Working Together
- Cabra Dominican College Staff Handbook
- Cabra Dominican College Student Handbook
- <https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/social-media-services-safety-centres>

Policy Title: Information Communication Technologies Acceptable Use Policy
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