



ICT ACCEPTABLE USE POLICY

Context

St Mark's College acknowledges and embraces the powerful contribution that Information and Communication Technologies (ICT's) can make to the development of human life and culture. We believe that technology is a gift that has been given to help connect humanity and improve communication between individuals and communities. St Mark's College seeks to engage students in new and creative technologies. These technologies increase the educational and cultural experience of students and broadens horizons beyond the four walls of the classroom. St Mark's College embraces these technologies whilst recognising the need for its responsible use.

Scope of Agreement

This document is designed to promote the acceptable use of electronic information and communications technology by all workplace participants.

This ICT policy refers to and is not limited to, the following;

- all students and workplace participants of the school
- all use of College ICT facilities
- all use of College provided and personal ICT devices that access the school network or facilities including but not limited to;
 - computers (desktop, laptops, tablets/devices)
 - storage devices (USB, CDs, DVDs, portable hard drives, cameras (such as video, digital webcams), IPODs, IPADs, MP3 players)
 - online and cloud storage (such as: Dropbox, Onedrive, Google Drive)
 - software and online resources
 - all types of mobile phones
 - video and audio players and receivers (such as portable CD and DVD players)
 - gaming consoles
 - any other attached peripherals/devices
 - and any other, similar technologies as they come into use

Policy Statement

St Mark's 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 St Mark's 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.

The St Mark's 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.

Responsibilities

The College Board will:

- develop, monitor and review the policy in accordance with the legal requirements and the Church's teachings
- be informed about all SA Commission for Catholic Schools Policy in relation to Information and Communication Technology
- promote parent and community partnerships that support the ICT Policy
- allocate resources to facilitate ongoing training and support in ICT education and usage.

The College Executive will:

- be familiar with, understand and be committed to implementing this policy
- provide opportunities for the St Mark's community to be informed and educated about the appropriate use of ICT's
- 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.

The College Staff will:

- 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 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 College, or with the school's functions. However, any use of ICT's for personal purposes is still subject to the same terms and conditions as otherwise described in this policy
- 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

The College Staff (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

The Parent/Caregivers where possible will:

- encourage learning through the appropriate use of ICT's
- ensure students fulfil their responsibilities as outlined in this policy
- supervise appropriate student use of their ICT devices when at home including the internet, being attentive to the content that their children are generating
- 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.

The Student will:

- be responsible for the maintenance of their personal device(s), including, but not limited to, accidental damage, software updates and virus software protection.
- recognise the use of ICT's is neither private nor secret. Therefore, they may be liable for what is communicated (written word, spoken word, image and/or other) or stored in any form of ICT
- obtain teacher permission prior to establishing contact with participants not associated with the College
- immediately notify a teacher and delete any inappropriate ICT material received either by intention or by accident
- only disclose personal information of another with proper permission
- not intentionally modify files, images or passwords belonging to other persons, or representing others, without express authority
- ensure all copyright laws are adhered to
- be familiar with, understand and be committed to, this ICT Acceptable Use Policy

- will make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately.
- be liable for what is communicated (written word, spoken word, image and/or other) in any form of ICT understand that any information or document transmitted or stored on the College computer network is not private

The Student (continued):

- Will **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
 - to injure the reputation of the College and or the Church in a manner that may cause embarrassment
 - to offend the ethos and values of Catholic teachings
 - to harass any person whether through language, frequency or size of messages
 - 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 or staff in anyway
 - to take photos of staff without permission, under no circumstances can photos of staff be placed on social media.
 - to disable, change, reverse-engineer or otherwise interfere with ICT services (including Cloud Computing Services)

Breaches

The breach of these policies will be taken seriously and will result in disciplinary action being taken. Cases of serious, deliberate and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings. Any interpretation of the College ICT Acceptable Use Policy is at the discretion of the Deputy Principal or Principal.

St Mark's College Revision Record

Document Title	ICT Acceptable Use Policy
Document Date	December 2016
Document Status	Approved by College Board
Review Date	March 2019
Revision History	2018