SACRED HEART COLLEGE – POLICIES

Information And Communication Technology – Appropriate Use Policy

1. RATIONALE
Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation. In accordance with the teachings of the Catholic Church, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.' (Mandate, para 22)

2. DEFINITIONS
- 'Information and Communication Technology (ICT)' includes all hardware, software, systems and technology including the Internet, email, telecommunications devices and social media (e.g. Facebook) owned by the school, students and families.
- Defamation is the publication, declaration or broadcast of material that is capable of lowering the reputation of a person in the estimation of others.
- Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation, and Bullying.
- Social media refers to a group of Internet-based applications that allow users to share information and create communities.

3. PRINCIPLES
3.1 The policy concerning student use of ICT shall reflect the **teachings and educational goals** of Sacred Heart College. Usage of ICT shall be **balanced** with all elements of the school curriculum.

3.2 Sacred Heart College aims to develop policies and practices that are effective in ensuring **appropriate usage** of ICT by students.

3.3 All written, graphic, audio and other materials created, produced, communicated, stored or accessed on Sacred Heart College ICT and privately owned ICT being used on the school site, including emails and other chat platforms such as Direqt-messaging, are the **property of the school**, and as such, may be subject to monitoring by the school.

3.4 ICT is provided to students as a tool to **support learning** and as such, while at school, students should use ICT for **educational purposes only**. Students' ICT use must always be in accordance with the expectations of the school as set out in this policy.

3.5 The use of school, student and family owned ICT on the school site, including the internet, email, and social media by students **shall not be contrary to relevant State and Commonwealth laws** (a summary of these laws is an attachment to this policy and forms part of this policy), a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined below).

3.6 As parents/caregivers are the prime educators of their child, they shall be **informed** of the school policy and **encouraged to assist** in facilitating its implementation.

4. PROCEDURES
4.1 Sacred Heart College is committed to ensuring all students are aware of standards and expectations regarding the use of ICT within the school environment. Emphasis is placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, safety and digital citizenship.

4.1.1 Given the above, there are consequences for students who deliberately act in ways contrary to these expectations, which are outlined in the College's Student Behaviour Expectations Policy.

4.1.2 Unacceptable use of ICT constitutes a serious breach of school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.

4.1.3 Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.

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4.2 Below are examples of acceptable, unacceptable and unlawful use of ICT by students:

4.2.1 Acceptable use shall include, but is not limited to:
- gathering, organising, creating and sharing appropriate information for educational or related purposes
- encouraging collaborative projects and resource sharing
- any other tasks that are for educational or related purposes or that support and promote the school and its ideals

4.2.2 Unacceptable use shall include but is not limited to:
- accessing networks without proper authorisation
- transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally, including bullying or harassment within or outside the school
- unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorized entry to any other machine accessible via the school network (i.e. 'hacking')
- breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property
- using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks
- bringing Sacred Heart College or Catholic Education into disrepute

4.2.3 Unlawful use shall include but is not limited to:
- defaming a person or organisation in an email, web page or through social media
- infringing of copyright laws i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material
- digital communication that could constitute sexual discrimination or sexual harassment
- digital communication that could constitute cyber bullying
- storing, accessing, displaying or creating sexually offensive material
- sending digital communications which are discriminatory on the basis of, for example, race, sex, gender, disability or age
- undertaking activities that breach State or Commonwealth legislation

4.3 Inappropriate or offensive material or conduct includes any material or conduct that:
- infringes a person's copyright or other intellectual property rights
- is defamatory of a person or an organisation
- contains sexually explicit, indecent or obscene or pornographic material
- is discriminatory against a person on the basis of, for example, sex, race, religion, disability or age
- deals with a person's personal information in a way that breaches privacy laws
- constitutes racial harassment or incites racial hatred
- constitutes harassment or bullying
- is infected with a computer virus, would result in a breach of school security or disruption to the school's networks, or constitutes a 'cybercrime'
- is otherwise contrary to school rules or policy

5. REFERENCES
Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015
Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying Copyright Act 1968 (Cth) Equal Opportunity Act 1984 (WA) Classification (Publications, Films and Computer Games) Enforcement Act 1996 Criminal Code Act (WA) Cybercrime Act 2001 (Cth) Privacy Act 1988 (Cth)

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6. School Related Policies/Documents
- Student Behaviour Expectations Policy
- Behaviour Management Flowchart
- College Rules
- Privacy Policy
- Social Media Guidelines
- Facebook Guidelines

Statutes
Important statutes which are applicable to students' use of School ICT, include:
- **Copyright Act 1968 (Cth)**:
  Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.
- **Equal Opportunity Act 1984 (WA)**:
  This Act precludes:
  - o discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
  - o sexual harassment and racial harassment in the workplace and in educational institutions This Act promotes
  - o community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages
- **Censorship Act 1996 (WA)**:
  Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.
- **Criminal Code (WA)**:
  Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences. Cybercrime Act 2001 (Cth) Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.
- **Privacy Act 1988 (Cth):**
  Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.