

ICT Acceptable Usage Policy



Loyola College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Purpose

'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at Loyola College because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between Loyola College and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at Loyola College are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. Loyola College, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies.

Loyola College is committed to promoting and developing student learning and achievement by providing appropriate and relevant information and communication technologies. It is also an aim of the College to develop student skills in the responsible, appropriate and discriminating use of the Internet and ICT equipment, both within and beyond the classroom.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at Loyola College in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the Loyola College community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the College. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the College. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

The use of and communication with any element of ICT Network Infrastructure within the College should not undermine or contradict the values and ethos of Loyola College. All users are required to sign the Acceptable User Agreement before they will be permitted to use any ICT Equipment or access ICT Services.

It should be noted that this policy is intended to abide by child safety laws.

Definitions

Personal Digital Device (PDD) is identical to a CDD except that it is personally owned, not owned by the College.

Choose Your Own Device (CYOD) is defined as a PDD- which is not owned by the College, which is chosen by the parent/guardian from a list recommended by the College, and which may be used for College-sanctioned purposes, as a necessary piece of ICT Equipment for learning and teaching or other College related purposes.

College Digital Resources is defined as any element of Loyola College's ICT Network Infrastructure, ICT Services and ICT Equipment, as well as any College purchased curriculum material, electronic or physical, used in teaching the knowledge and skills necessary to achieve student learning.

College Digital Device (CDD) is defined as any College owned, not personally owned, hand held or portable piece of ICT Equipment having the capacity of one or more of the following - electronic recording and/or playback of audio or video, electronic communication, Internet access, electronic gaming and the ability to run applications. Such devices may include but are not limited to notebook computers of any size, tablets, iPads, mobile phones and other handheld or wearable communication devices, music players such as iPods as well as games consoles.

Computer is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

Device refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

Email means the system that enables users to send data over the internet using computers and mobile devices.

ICON means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

ICT Equipment is defined as any device, whether owned by the College or by a member of the Loyola College Community.

ICT Network Infrastructure is defined as the collection of interconnected and integrated communication technologies that together make possible all the ICT Services provided by Loyola College. These communication technologies comprise hardware devices, software applications, electronic services, physical and virtual environments, wired and wireless connections as well as on-site and off-site Cloud storage facilities.

Internet means the system of interconnected networks that connects computers for data transmission and storage.

Intranet refers to a local system of computers enabling students and staff to communication and share information within their College community.

Mobile devices refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

Network services means the facilities and resources located on and delivered via a computer-based network, the ICT Network Infrastructure, including communication systems, internet and intranet services, information repositories such as personal and public document libraries, mobile devices, electronic mail, web services, printer services, database services, projection systems, back-up services, file services and network management services.

Parents includes parents, guardians and carers.

Remote Learning is learning where the student and the educator, or information source, are not physically present in an onsite classroom environment. Information is relayed through technology such as: Learning Management Systems, voice/video conferencing, and online assessments.

Social networking means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

Staff means salaried, voluntary and contracted persons.

Students means those students enrolled at Loyola College.

Website is an internet based page or series of pages grouped together and managed by a person or group.

Principles

The use of digital technologies within our school by staff and students at Loyola College is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication). The College's ICT Network Infrastructure must not be used for the access, dissemination or storage of unauthorised, inappropriate or illegal content or applications
- the Catholic beliefs and ethos of the College, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- social networking technologies are an integral part of the contemporary learning toolkit and are available in modern learning management systems such as the one used at Loyola College. Users of this technology are expected to use appropriate care and respect when interacting with others. Inappropriate online behaviour, including cyberbullying, will not be tolerated. External social networking sites and apps are commonly used for both professional and personal pursuits. However:
 - staff members and students must not communicate using these sites or apps, unless the use of such technologies is sanctioned by the Principal
 - staff members, students, parents and guardians must not make any reference to Loyola College, or otherwise identify Loyola College, when using such technologies

- when using such technologies, staff, students and parents/guardians need to be mindful not to misrepresent the College policies and practices
- staff members, students, parents and guardians must not present information or material that would be viewed as bringing the College into disrepute as this would be considered a serious breach of College Policy.
- a data breach occurs when personal information held by an agency or organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference.
- electronic mail is a valuable tool for communication both within the College network and the Internet and must be used appropriately. Individuals are expected to exercise great care and courtesy when creating email messages.
- the Internet is an unsupervised environment and staff members and students must exercise appropriate guidance and discernment when using this tool. It is the responsibility of users to ensure that their behaviour does not breach College policies, rules or requirements, or state or federal legislation. Individuals accessing the Internet, despite the presence of filtering software that may limit access to certain sites, may encounter inappropriate material or be in contact with undesirable individuals when communicating
- the policy guidelines referred to in this document are applicable throughout any period of remote/offsite learning or other offsite learning formats
- Users must not intentionally or carelessly damage or deface College ICT Equipment.
- users of College audio-visual equipment are expected to operate this equipment with the same care away from College as they do while at the College
- as a learning and teaching tool, CDD have a range of capabilities that lend themselves to being suitable platforms for applications of pedagogical value to teachers and students. CDD remain the property of the College at all times. It is expected that users will take all reasonable measures to operate this equipment with care

Policy

Internet and Network Access

Access to internet and network services are provided by MACS to staff and students of Loyola College for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at Loyola College will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Loyola College may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

Expectations of users

All students and staff at Loyola College are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever Loyola College equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by Loyola College against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies

and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students used by Loyola College.

Duty of Care

The following programs are currently facilitated at the College to ensure the safety of our students, such as – no year levels

- Year 7:
 - Transition eSafety Modules
 - Cyber Safety presentation by RockIT
- Year 8:
 - Class Act: Cyber Safety, Cyber Bullying, eCommissioner
- Year 9
 - Digital Technologies Cyber Safety module
 - Online Presence, Online Pornography, Cyber Bullying
- Year 10
 - Digital Technologies Cyber Safety module
 - Cyber Safety presentation by RockIT
- Year 11
 - Gambling online
- Ignatian Articles on Cyber Safety
- Parent Information Evenings

Loyola College will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Loyola College will prepare staff to deal with these issues.

Monitoring

Loyola College reserves the right to monitor user access to and use of the ICT Network Infrastructure, restrict access to content and delete content if necessary. The College may at any time exercise its authority to impound and, if necessary, reimage any College owned device.

The misuse or damage of equipment will be addressed and the cost of repairs to any damage incurred may be passed on to the user depending on the circumstances. Where an insurance claim is to be made, the excess will be borne by the user.

Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

Staff

An authorised person (e.g. a principal, a regional manager or other MACS staff member) can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to MACS information and communication networks from viruses and intrusions, current virus screening software is to be activated, and where appropriate, passwords are to be used by staff and students of Loyola College. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the College or MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

Email

Email service is provided for educational and administrative purposes. Staff and students at Loyola College must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, College phone number and postal address. Loyola College advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Loyola College may create, or have created, a website with the approval of the principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

Students

Loyola College provides students and parents/guardians with the following:

- a copy of Loyola College's Acceptable User Agreement for Students
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian and College representative before the student is given access to, and use of, a College's internet, network services and devices.

Staff

Staff are required to use the internet and network services in accordance with this and other policies. Loyola College provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement for Staff.

Related school policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy
- Acceptable Use Agreement for Students
- Digital Communication Protocols
- Acceptable Use Agreement for Staff
- Acceptable Use of Mobile Phones
- Loyola College Social Media Policy
- Australian Acts of Parliament
 - Australian Human Rights and Equal Opportunity Commission Act 1986
 - Australian Racial Hatred Act 1975, and Amendment Act 1980
 - Disability Discrimination and Other Human Rights Legislation Amendment Act 2009
 - Human Rights (Sexual Conduct) Act 1994
 - Privacy Act 1988, and Amendment Act 1990, 2000, 2004, 2012
 - Spam Act 2003
- Victorian Acts of Parliament
 - Charter of Human Rights and Responsibilities Act 2006
 - The Child Wellbeing and Safety Act 2005
 - Equal Opportunity Act 2010
 - Commission for Children and Young People Act 2012
 - Racial and Religious Tolerance Act 2001