



## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) POLICY

### Definition

This document details the appropriate use of information and communications technologies (ICT) and social media. ICT includes computers, mobile phones, PDAs, iPads, email, internet and network services, portable data storage devices, online data storage mediums, telephones, printers and all other digital communications devices. Social media means web-based and mobile technologies which turn communication into interactive dialogue. Examples include but are not limited to Facebook, Snapchat, Instagram, YouTube, Twitter, blog or wiki posts and comments. This policy applies to all students and their parents/carers when using ICT provided by the school, when using the school's network and/or when accessing social media. The College's [Mobile Phone Policy](#) and Learning Management Systems Policy supplements this ICT policy.

### Rationale

This policy is intended to ensure that all students in our care are explicitly taught safe and mature digital citizenship. The purpose of ICT at Santa Sophia Catholic College is to enhance student learning opportunities, promote student achievement and support communication between students, parents/carers and the school.

### Aims

The College's statement of purpose is: *"Santa Sophia Catholic College provides a Christ centred environment, aimed at educating the whole child, and helping students to be people of true wisdom through faith, hope and love. Based on leading educational research and the best of today's technologies, we will prepare students for the workplace of the future by teaching them how to think critically and creatively, how to communicate effectively and how to work collaboratively."*

To be able to enact this purpose statement, digital technology must play a critical role in supporting learning and teaching as we strive to embed appropriate technologies within contemporary pedagogies. ICT supports our key educational aim of developing innovative and engaging teaching strategies to facilitate authentic learning for our students. This policy ensures that students are kept safe and protected, while engaging with learning technologies in contemporary learning environments.

### Procedures

All students and parents/carers must agree (signatures required) to follow the Santa Sophia Catholic College Learning Technologies User Rights and Responsibilities Agreement before being issued a school device. This agreement incorporates the [Guidelines for Responsible Use of ICT and Social Media for Students](#) issued by Catholic Education Diocese of Parramatta (CSPD).

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All staff must abide by the [Acceptable Use of ICT and Social Media Guidelines](#) issued by CSPD.

While CSPD respects the right to privacy, student use of ICT on the CSPD network is subject to supervision and monitoring to ensure responsible use. Santa Sophia Catholic College and/or CSPD reserves the right to change the Learning Technologies User Rights and Responsibilities Agreement at any time with notice to be provided to parents/carers through the Skoolbag App.

The agreements as detailed in the Santa Sophia Catholic College Learning Technologies User Rights and Responsibilities Agreement include the following:

## Parents/carers Responsibilities and Conditions of Use

- Students are responsible for their own devices and accessories while at school.
- Devices and accessories are to be clearly labelled for easy identification.
- The College recommends the use of an appropriate protective case at all times.
- Devices are to be brought to school every day. Teachers will inform students on any days that the device will not be required such as swimming carnivals and other special event days.
- Devices are not to be left at school overnight.
- Students are only permitted to use their devices at school during supervised learning time. Devices are not permitted on the playground at any time.
- Ensure the device's battery is charged each night before a school day.
- Devices are primarily used for educational purposes.
- Parents/carers are responsible for the acceptable use of the device at home by the student.
- Ensure the "Student Responsibilities and Conditions of Use" Section of the agreement has been read by their child.

## Software and Applications

- Parents/carers agree to install, or allow College ICT Technical support staff to install, any device management tools required for connecting to the CSPD network.
- Parents/carers agree to install, or allow College ICT Technical support staff to install, any software applications required solely for educational purposes.
- Parents/carers agree to uninstall, or allow College ICT Technical support staff to uninstall, any software that is deemed to be causing a conflict with the school network.
- College owned software or management tools are to remain on the device until such time as they are deemed surplus to educational requirements.
- All tools and college owned software will be removed in the same manner should the student leave or graduate from the college.

## Student Responsibilities and Conditions of Use

- The proper use of email and Internet access is the sole responsibility of the students at all times.
- Students are not to provide their CSPD password to another student or allow another student to use their school account.
- Students are only permitted to use their devices at school during supervised learning time. Devices (including laptops and mobile phones) are not permitted to be used on the playground.
  - Senior students in Years 11 & 12 are permitted to use their laptop at recess and lunch in the Knowledge Hub or Senior Common room (Year 12 only)
  - The use of laptops at school must always be learning related.

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- The college is not responsible for their use of technology or the Internet at home.
- Their family will monitor their use of technology during all out of school hours.
- Students will backup their data on their device at home regularly. The college is not responsible for lost data.
- Devices are not to be left at school overnight.
- When in transit, device lids should be kept closed to minimise damage if the device is dropped.
- The device's battery must be charged each night before a school day.
- Authorisation will be sought before changing device settings or installing programs or applications on the device.
- Students are to be ethical and responsible when using online resources such as email, Google Classroom and the Internet.
- Comments on one's own, and other's work, is to be done in a respectful and constructive manner.
- Permission must be obtained by subjects first if photographing or filming a subject (student or staff member) for the purposes directed by the teacher.
- Students are to use the CSPD network and school owned devices to store and share files that are only of an educational nature.

The following (but not limited to) incidents will result in loss of access privileges, confiscation, parent/carer contact or more serious consequences, which may include the involvement of appropriate external authorities:

- The use of inappropriate language that may be offensive to other users.
- Using technology to harass, attack or menace another user, i.e. cyber bullying.
- Sending or posting false information about a person, group or organisation that might injure the reputation of the person, group or organisation on social media or collaborative sites, e.g., Facebook, Google Classroom, etc.
- Breaching Australian Copyright law by using the CSPD network to download and or distribute illegally acquired movies, TV programs, music or computer applications.
- Vandalism, theft or any attempt to harm or destroy the device or data of another user.
- Attempt or use technology, software and or techniques to bypass security measures or hacking, for the purpose of disrupting or gaining unauthorised access to the CSPD network, CSPD Network devices or another user's device.
- The copying or distribution of unauthorised data stored on the CSPD network or another user's device
- Possession or distribution of inappropriate images, video or other media.
- Use of the device contrary to the direction of a class teacher or college staff member. e.g., playing games, social media, instant and/or online messaging in class time.

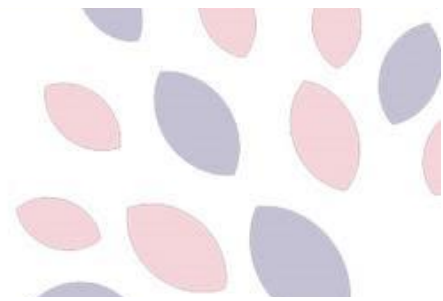
Students understand that if they breach the agreement, it may result in appropriate disciplinary action.

## College based IT Support

- College IT technicians may complete basic hardware checks if requested by a student while at school. Students will be notified if a parent/carer is required to further action.
- The College IT technicians may provide software support or "How To" assistance for device hardware and software.
- The College IT technicians will ensure reliable connection to the CSPD Network and resources.
- Any College owned Software or Applications are made ready for parents/carers to download to the BYODD device as needed.

## In the event of a fault or damage to the BYODD device

- It is the responsibility of the family to have the device assessed for faults or damage by a service centre of their choice.



- Any costs relating to the assessment or repair of the device is the sole responsibility of the family.

Parents/carers :

- Give permission for their child to bring their own designated device to school for use in the classroom for educational purposes.
- Agree to for their child and themselves to abide by the Learning Technologies User Rights and Responsibilities Agreement
- Acknowledge that the school will not be held liable for any data loss, damage to, or theft of, the device or accessories as a result of this decision.
- Give permission for their child to loan school devices as needed and accept responsibility for the replacement/repair of the device if lost or damaged.

## Evaluation

This policy will be reviewed as part of the school's review cycle.