



## **This Policy outlines the use of the intranet, internet and digital technologies which are used for educational purposes at Catholic College Sale.**

### **1. Rationale**

Catholic College Sale believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and the College. The College recognises that technology enriches our lives when used appropriately and that, as a College, we encourage a critical and creative use of technological resources.

This policy outlines the College's expectations of students and their conduct when using digital technologies. This policy applies when students are attending Catholic College Sale, approved excursions and all approved extra-curricular activities.

This policy incorporates both College provided devices and the students personal devices.

It is important to recognise that no Digital Technology Policy can substitute the adequate supervision of students at home or whilst attending College. The College makes every effort to provide a safe and educational environment for the use of these devices whilst on College grounds, however the use of digital technologies outside of the College network is not controlled and student behavior and actions cannot be monitored. Parents/Guardians are advised to take the necessary and appropriate steps to ensure that their home internet services are suitably secured, filtered and controlled to safeguard their children.

Your child has been asked to agree to use the College internal network, email system and internet responsibly at College and to adhere to College policy in relation to the use of any technological device for educational purposes.

Students who do not comply with the Digital Technology Policy or the student agreement may incur appropriate action as determined by the College Discipline Policy.



## 2. POLICY

It is the policy of the College that;

### 2.1 Cybersafety and appropriate use of the internet

It is recommended that all students, parents and guardians visit and make themselves familiar with the information presented on the Cybersmart website ([www.cybersmart.gov.au](http://www.cybersmart.gov.au)) and any other relevant available websites.

### 2.2 Network resources, Internet and online communities

As users of the Catholic College Sale computer networks, students are responsible for their behaviour and conduct over such networks. Students must comply with the College's expectations and will honour the Digital Technologies Policy and the Portable Wireless Devices Agreement. Membership to any online communities must be in accordance with College expectations and must not contravene any discipline of behavioural policy.

### 2.3 Technological Devices

Students, parents and guardians will acknowledge and adhere to the agreement relating to Technological devices as outlined in the Policy.

### 2.4 Student Email

Students will not use email or other messaging platforms;

- In class by students sending or receiving personal emails, disrupting teaching and learning.
- To send people messages or material that may be offensive.
- To send messages that bully or cause intimidation to another person.
- To cheat on an assessment tasks by seeking or receiving information.
- To engage in criminal or illegal activities

### 2.5 Breach of Policy

Please refer to the student agreement (Appendix 1) for possible courses of action upon breach of this policy

## 3 REVIEW DATE

At the start of each College year



## AGREEMENT

Students, parents and guardians at Catholic College Sale are required to sign the Digital Technology Policy for any device used or enrolled on the College network. In signing the Digital Technology Policy students **and** parents/guardians agree to the following relevant conditions:

### 1. Agreement

When I use any digital technology at College I agree to:

- 1.1 Be a safe, responsible and ethical user whenever and wherever I use any device.
- 1.2 Support others by being respectful in how I communicate with them and never instigate and/or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- 1.3 Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- 1.4 Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- 1.5 Protect my rights in accordance with the College's Privacy Policy and those of other students by not giving out personal details including full names, telephone numbers, addresses, birth dates and/or images.
- 1.6 Use the internet for educational purposes and use the equipment properly, respectfully and within the College guidelines.
- 1.7 Use social networking sites for educational purposes and only as directed by teachers.
- 1.8 Abide by copyright laws when using content on websites.
- 1.9 Think critically about other users' intellectual property and how I use content posted on the internet.
- 1.10 Understand that plagiarism (presenting someone else's work as my own) is unacceptable and as such will make the appropriate references to other's work when required.
- 1.11 Respect the software licensing agreements of Catholic College Sale and the wider community.
- 1.12 Not interfere with College network security, the data of another user or attempt to log into the College network with a user name or password of another student or staff member.
- 1.13 Not reveal my password to anyone except the College ICT Systems Administrator or a College teacher



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- 1.14 Not download or utilise any unauthorised programs, including games, or execute (run) and/or install on any device.
- 1.15 Not attempt to hide, obscure or delete my internet history.
- 1.16 Not use 'internet proxies' or 'anonymizers' to access content that has been restricted by the College
- 1.17 Not attempt to access any area of the College network to which I have not been specifically granted access rights to.
- 1.18 Not engage in excessive downloading/streaming of video and/or audio material that is not relevant to the curriculum.

### **2. Technological Devices – Portable Wireless Devices**

- 2.1 I will install all College mandated applications (apps) as required
- 2.2 I will install and configure my College email account as per the instructions given to me
- 2.3 I will not load/install or utilise any banned apps unless expressly instructed to do so by a teacher at this College
- 2.4 I will immediately remove any applications from my device which do not meet with the expected College values and behaviours. If instructed, I will provide my device to the teacher or ICT department for review.
- 2.5 I will not load, view or listen to material not appropriate to my age on my device; this includes music, video and other mixed content.
- 2.6 I will not interfere with another user's device in any way by setting lock codes, attempting to block access by repeatedly trying lock codes, log in or sign onto another user's device with my own credentials. I will not disclose or share my password with anybody unless requested by the ICT department
- 2.7 I will not modify or 'jailbreak' the operating system of my device or attempt to block or lock out administration or ICT staff from accessing my device.
- 2.8 I understand that the College cannot guarantee the storage space, integrity and/or recoverability from backup of any material stored.

### **3 Technological Devices - Digital Audio Players**

- 3.1 I will only use Digital Audio Players for educational purposes and during College hours with the permission of the teacher in charge.
- 3.2 I will ensure that the volume of the Digital Audio Player does not interfere with or impact other student's learning



#### 4. Technological Devices - Mobile Phones

- 4.1 I understand that bringing my mobile phone to College is at my own risk and that any loss, damage or theft of my mobile phone is solely my responsibility.
- 4.2 I will only carry and use a mobile phone with the permission of the teacher in charge. This includes whilst on College excursions, camps or activities.
- 4.3 I will not record, photograph or film anybody or anything without the permission of the individual and/or supervising teacher.
- 4.4 I will not use my phone as a mobile internet (hot spot) whilst at College.
- 4.5 I understand that Catholic College Sale reserves the right to check the content of phones for inappropriate material or evidence of use that is inappropriate and breaches any relevant College policy or contravenes any relevant law.

**A warning that the inappropriate use of mobile phones and their features may result in a breach of the Privacy Act 1988 and other relevant legislation.**

**Any infringements may be forwarded to the Police for investigation.**

#### 5. Student Email

**I agree to;**

- 5.1 Use email in a responsible and educational manner.
- 5.2 Use email in classes when expressly permitted to do so by the teacher.
- 5.3 I will not make use of email addresses and/or email accounts that have not specifically been issued to me for use by the College.
- 5.4 Refrain from using the College email systems to:
  - 5.4.1 Send offensive language and/or material
  - 5.4.2 Bully or intimidate other persons
  - 5.4.3 Cheat on assessment tasks



## **6. Consequences for breach of agreement**

- 6.1 The consequences of breaching the College rules relating to Digital Technology and Portable Wireless may include, but are not limited to the following; removal of internet access privileges, confiscation of device for a specified amount of time, detention or suspension from the College, referral to College Counselling Services, meeting with parents/guardians, principal or principal's delegate and student, referral to the Catholic Education Office or referral to the Police or other authorities if required.

## **7. Parties to whom these terms and conditions apply**

- 7.1 The terms and conditions outlined in this document apply to any current student and respective parent/guardians.

## **8. Ownership**

- 8.1 Any portable Wireless devices that have been provided by the College to the student will remain the property of the College. The student shall not at any time loan, assign, give away, dispose or negate the College's ownership of the Portable Wireless Device.

## **9. Purpose**

- 9.1 Loan of the Portable Wireless Device is for the exclusive use of the student in support of their learning.

## **10. College Policies**

- 10.1 The student agrees to fully support the College in the implementation of rules, policies and procedures relating to student use of Portable Wireless Devices as documented in this document, on the College Website, the Student Planner and other places from time to time.



## 11. Repairs and Replacements

- 11.1 All College owned Portable Wireless Device repairs/replacements must be arranged through the College ICT Support Centre immediately in the event of a malfunction, or damage/loss of the Portable Wireless Device or an accessory thereto.
- 11.2 College owned Portable Wireless Device Warranty repairs/replacements shall be undertaken by the College. Family owned Portable Wireless Device warranty repairs/replacements shall be undertaken by the parent/guardian.
- 11.3 Parents/Guardians will be solely responsible for all non-warranty repairs on College owned devices and will be invoiced at the cost price of the repair to the College. However, in the event that the device is lost or stolen parents/guardians shall bear the full replacement cost of the Portable Wireless Device. All costs related to the repair and/or replacement of family owned devices are payable by the parent/guardian.
- 11.4 When attempting to rectify any Portable Wireless Device hardware or software issues the ICT Support Centre may need to restore your Portable Wireless Device to factory settings. This will clear all data and applications (Apps) from the Portable Wireless Device. Students should regularly back up their data using a 'cloud' storage facility and where possible synchronise and back-up important data to their home computer.
- 11.5 The Student may be required to return the Portable Wireless Device to the College ICT Support Centre or College Library during or at the end of the College academic year for annual maintenance. Please note that all data may be deleted from the device and students should regularly back up their data onto the 'cloud' (see item 11.4 above)

## 12 Portable Wireless Device Care

- 12.1 Students are responsible for care of the Portable Wireless Device they have been issued with. The student must at all times take reasonable care of the Portable Wireless Device and not expose it to undue risk of wear and tear, damage or theft. When transporting the Portable Wireless Device it should be carried in the protective case provided at all times.

**It is the responsibility of the student to ensure their Portable Wireless Device (College or family owned) is fully recharged at home each night.**



### 13 Portable Wireless Device Insurance

13.1 The Portable Wireless Device is not insured by the College for loss or theft. Loss or theft of the Portable Wireless Device is to be reported to the student's pastoral teacher, the College ICT Support Centre and College Library immediately upon such an event occurring. Arrangements will be made with the student and their family for subsequent replacement of the device and charged accordingly. It is recommended that family owned devices are adequately insured by the parent/guardian.

### 14 Return of the Portable Wireless Device

14.1 When the term of the Portable Wireless Device loan expires, or is terminated by the College the student must immediately return the Portable Wireless Device to the College Library. If, in the opinion of the College ICT Support Centre, the Portable Wireless Device is not in good working order and condition, parents/guardians will incur the full cost of all non-warranty repairs or replacements. If the Portable Wireless Device has not been returned to the College Library within five days of departure, the parent/guardian will bear the full cost to replace the Device.

### 15 Indemnity of the College

15.1 The College is not responsible in any way and shall not be liable for any loss, direct, consequential or otherwise for damage for any technological device.

If you want further information about this policy please write to:

[contactus@ccsale.catholic.edu.au](mailto:contactus@ccsale.catholic.edu.au)

For further support with online issues students can call:

Kids Helpline on 1800 55 1800.

Parents/Guardians call:

Parentline 1300 30 1300 or visit <https://www.esafety.gov.au>





### Agreement by Parent/Guardian

I have visited and made myself familiar with the information presented on the Cybersmart website ([www.cybersmart.gov.au](http://www.cybersmart.gov.au)).

I have read and understand the College Digital Technology policy. I understand the implications of the policy, particularly clause 11.

### Agreement by Student

I will be attending the "Parent & Student ICT Forum" at the commencement of the 2016 College year.

I have visited and made myself familiar with the information presented on the Cybersmart website ([www.cybersmart.gov.au](http://www.cybersmart.gov.au)).

I have read, understood and agree to abide by this document. Failure to do so may result in disciplinary measures and this may include the loss of the Portable Wireless Device and associated privileges.

I have read, understood and agree to the "Terms and Conditions" outlined in this document including the items detailed below:

- *When attempting to rectify any Portable Wireless Device hardware or software issues the ICT Support Centre may need to restore your Portable Wireless Device to factory settings. This will clear all data, including documents, spread-sheets, presentations as well as applications (Apps) from the Portable Wireless Device. Students should regularly back up their data using a 'cloud' storage facility and where possible synchronise and back-up important data to their home computer.*
- *I understand that the ICT Team will be monitoring installed applications (Apps), Internet browsing statistics and the general usage of my Portable Wireless Device for non-educational purposes by utilising a Mobile Device Management (MDM) server and associated management software.*

Please complete and sign the statement below and return this page only when collecting your device from the College

### Note:

If consenting for multiple students from the same family, please provide additional names and signatures by copying and completing the last page of this document.

This document must be signed by the Student and Parent/Guardian before the Portable Wireless Device will be released to the student. This also applies when collecting the Portable Wireless Device at the beginning of the College year.



## POLICY ACKNOWLEDGEMENT

I have read, understand and agree to the terms and conditions of the Digital Technology Policy.

I understand and agree that any breach of these conditions will result in disciplinary action as per clause 6 of the agreement.

Student Name \_\_\_\_\_

Year Level \_\_\_\_\_ Pastoral Group \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_