

ST MICHAEL'S SCHOOL

(Est 1914)

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St Michael's Responsible Use of ICT Guidelines

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. Principles

- The responsible use guidelines concerning student use of ICT shall reflect the teachings and educational goals of St Michael's School. Usage of ICT shall be balanced with all elements of the school curriculum.
- St Michael's School aims to develop policies and practices that are effective in ensuring appropriate usage of ICT by all students.
- All written, graphic, audio and other materials created, produced, communicated, stored or accessed on St Michael's ICT and privately owned ICT being used on the school site, including emails and other chat platforms such as Seesaw or Teams, are the property of the school, and as such, may be subject to monitoring by the school.
- ICT is provided to students as a tool to support learning and should be used only for educational purposes.
- As parents/caregivers are the prime educators of their child, they shall be informed of the school guidelines and encouraged to assist in facilitating its implementation.

3. Procedures

St Michael's 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. Given the above, there are consequences for students who deliberately act in ways contrary to these expectations, which are outlined in the school's Positive Behaviour Procedure document.

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

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

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

Unacceptable use shall include but is not limited to:

- accessing networks without proper authorisation
- attempting to access the Internet via non-school provided services

- 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 making or attempting to make unauthorised entry into another user's account (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
- playing computer games while at school
- bringing St Michael's School or Catholic Education WA into disrepute

Unlawful use shall include but is not limited to:

- defaming a person or organisation in an email, web page or through social media
- infringement 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

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, school guidelines or CEWA policies

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)