INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY

Context
Christian Brothers' College St Kilda (CBC St Kilda) is a Catholic school for girls and boys in the Edmund Rice tradition, established in 1878. CBC St Kilda is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Rationale
At CBC St Kilda we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of the College. Information and Communication Technology (ICT) is an important resource that is used extensively at the College every day. The use of ICT broadens educational opportunities and is an integral component of curriculum delivery at the College. Ethical and responsible use of ICT devices, applications and online platforms plays a critical role in optimising student learning outcomes, and ensures that our students are learning through using the tools of their future. Along with these significant opportunities comes the potentially hazardous situations that can develop in the event that ICT is used inappropriately and/or illegally, as detailed in this policy.

Principles
- CBC St Kilda is committed to providing an ICT network and resources in a safe and secure environment to facilitate enhanced learning opportunities and the development of student confidence and competence in the use of ICT, as well as safe and responsible cyber citizenship.
- The College's ICT resources are provided to support the College teaching and learning programs.
- Student access to ICT is a privilege and not a right. The use of College ICT resources, along with the Bring Your Own Device (BYOD) Program, comes with responsibilities.
- In using ICT resources, students and staff are expected to work within the expectations set out in this policy, the 'Protocol for Acceptable Use of Technology Annual Student User Agreement', the 'Cyber Safety Policy' and the 'Staff and Student Professional Boundaries Policy'.

Scope
Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- Personal computers and laptops
- Mobile devices such as mobile phones and tablets
- Applications such as email and the internet
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems
- Imaging tools such as video, still, phone or web cameras and related software
- Audio tools such as audio recording devices, iPods, mp3 players and related software
- Fax, scanning and copying machines

Policy Statement

Students have the right to learn in a safe environment, including when they have access to ICTs to enhance their learning. CBC St Kilda is committed to the responsible and educational use of ICTs and to the protection of students by providing secure access to these services as part of their learning experience.

It is our policy that:

The use of ICTs be managed through a 'whole of College community' approach involving students, staff and parents/guardians, including:

- ICT education strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/guardians to ensure appropriate use;
- Staff establish positive role models in use of ICTs;
- Appropriate use of ICTs; and
- Our ICT policy is reviewed on an annual basis against best practice.

Procedures

ICT Misuse Prevention Strategies

CBC St Kilda recognises that the implementation of whole of College prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICTs within our community.

The following initiatives form part of our overall ICT strategy:

- A structured curriculum and peer group support system, that provides age appropriate information and skills relating to ICT use to students over the course of the academic year;
- Education, training and professional development of staff in appropriate ICT use;
- The regular provision of information to parents/guardians to raise awareness of inappropriate use of ICTs as a College community issue;
- The promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/guardians;

- All student login details and passwords are to be kept confidential to prevent others accessing their accounts;
- Access to College networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection;
- Approval must be sought before connecting privately owned ICT equipment and devices to College networks to avoid the risk of malware;
- Students are required to sign and abide by CBC St Kilda's Information and Communication Technology Use Agreements which specify details of inappropriate usage in age appropriate language. No student may use College owned ICT equipment and devices unless the agreement has been signed and returned to the College. All signed agreements will be kept on file at the College;
- Inappropriate usage by students includes:
  - Participation in non–educational activities such as the purchase and/or sale of products or services;
  - Illegal activities such as threatening the safety of others or engaging in criminal activity;
  - Tampering with or damaging computer hardware or software; and
  - Making, installing or downloading copies of software that is not licensed by the College.
- Taking or sharing photos, video, images or recording voice of any individual of group is not permitted without the express permission of all the individuals being recorded, after obtaining permission from the classroom teacher, and should be for learning purposes only;
- No photos, video, images or voice recordings are to be shared or published in any form (including, but not limited to socia media platforms) unless sanctioned by the College and permission is given by the teacher;
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation;
- Appropriate copyright clearance is sought and the source of any information used or published is acknowledged, to avoid plagiarism;
- The College reserves the right to monitor, traffic and review all content sent and received on the College systems;
- Breaches of acceptable usage of ICTs will result in disciplinary action;
- Regular risk assessments of inappropriate ICT use within the College;
- Records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate;
- Statements supporting appropriate ICT use are included in students' College diaries; and

- Posters promoting appropriate ICT use are displayed strategically within the College.

Personal Devices and the BYOD Program

CBC St Kilda has a BYOD program, where students must bring a device that meets minimum specifications. The following conditions apply to students bringing any personal device, whether it is part of the BYOD program or not:

- Bringing a device to school (or any school-related event) and the use of the CBC St Kilda College network, is for educational purposes to assist student learning. Student devices are not to be used for non-instructional activities such as gameplay, multimedia viewing, or personal use of social media (or related apps and tools) while at school.
- Students will use their device as and when requested by staff and agree to abide by the protocols set out in the College 'Protocol for Acceptable Use of Technology Annual Student User Agreement'.
- Students and their parents/guardians, are responsible for any loss or damage to personal devices. The College will not take responsibility for damage to, or loss of, student property. Parents/guardians may wish to nominate portable electronic devices such as laptops on their home and contents insurance policies.
- Each student is responsible for the security of his/her device, including password management, and must never leave the device unattended and unsecured, either inside or outside the College. Personal devices must never be left on school grounds overnight or on weekends.
- Whilst at school and on school-related activities, access to internet and online resources must be via the College network infrastructure and students are not to bypass the school system through the use of personal internet connections. All internet access through the College network is filtered and monitored by the College.
- Students are responsible for bringing their personal devices to school fully charged and labelled for identification. The College is not responsible for any technical maintenance of personal devices beyond connecting the device to the College network.
- Students are entirely responsible for the data stored locally on their personal device. It is the student's responsibility to keep sufficient backups of their data via College-provided cloud storage and/or other method.

Parental Responsibility

CBC St Kilda endeavours to provide an ICT environment that is as safe as possible while acknowledging that an element of risk still exists. As such, the College also provides onsite technical measures (eg. web filtering), supported by appropriate student education about the safe and responsible use of technology. Parents/guardians are

responsible for conveying the standards and expectations of behaviour that their children should follow when using technology. Parents/guardians are encouraged to be aware of how technology is being used by their children and to engage with and monitor their use of technology in the home.

Liability for student loss or damage to school owned ICT equipment due to misuse will be charged to the student's family. All school owned equipment provided to students must be returned on exit from the College or a fee will be charged in lieu of return of the equipment.

Worker's Responsibility

All teachers and staff are responsible to:
- Model appropriate behaviour at all times;
- Ensure all students are provided with ICT Agreements in age appropriate language, that students understand them, and that there will be consequences in the event of the misuse of ICT equipment and devices;
- Monitor students who have not returned their ICT Agreements and determine if the use of ICT equipment and devices should be restricted;
- Be vigilant in monitoring students when using ICT equipment and devices;
- Reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others;
- Assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs;
- Deal with all reported and observed incidents of inappropriate ICT use in accordance with this policy; and
- Ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:
- Staff training;
- Student and parent/carer education and information;
- Student ICT Agreements;
- Signage promoting appropriate ICT usage;
- Effective student supervision;
- Effective supervision and monitoring of College networks;
- Regular inspection of ICT equipment;
- Effective incident reporting procedures;
- Effective management of incidents of inappropriate ICT usage when reported and/or observed;
- Regular risk assessments with respect to inappropriate ICT usage;

- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy CBC St Kilda may take disciplinary action.

Student breaches of this policy will result in disciplinary action in accordance with College Student Behaviour Management Policy and procedures.

References
- Student Behaviour Management Policy
- Cyber Safety Policy
- Protocol for Acceptable Use of Technology Annual Student User Agreement
- Staff and Student Professional Boundaries Policy

Review

This policy will be reviewed December 2021.