



## **INFORMATION & COMMUNICATION TECHNOLOGY ACCEPTABLE USE GUIDELINES**

### **Vision Statement**

Saint David's Parish School is a vibrant, inclusive, Catholic community inspired by St Mary MacKillop fostering faith and learning so as to nurture optimistic compassionate people of the world.

### **Scope**

This policy applies to all staff and students at Saint David's Parish School and relates to the Information and Communication Technology (ICT) equipment, hardware and software provided by Saint David's Parish School as well as those brought to the school by teachers and students for educational and personal use. This includes, but is not limited to, the internet, intranet, computer hardware and software, printers, scanners, and all portable electronic devices (including digital still and video cameras, mobile phones, smart watches, iPads and USB storage devices).

### **Acceptable Use of ICT Facilities**

All individuals who access, use or otherwise engage with the ICT resources of Saint David's Parish School are required to:

- Conduct themselves in a manner that's consistent with the Catholic ethos of our school
- Maintain confidentiality, security and privacy of information at all times
- Comply with all obligations regarding copyright and software licensing obligations
- Maintain secure password practice
- Use multifactor authentication as implemented by South Australian Commission for Catholic Schools (SACCS)
- Only access information required for education/work related purposes and report any excess access to the school
- Use only the ICT device and email account allocated to themselves
- Report evidence, or suspicion, of unauthorised access to the school
- Report access to inappropriate material, accidental or otherwise, to the school
- Ensure the proper care and safekeeping of all equipment and the data stored within the ICT they are provided with
- Safely transport any ICT equipment that they have been provided with, never leaving equipment unattended or visible during transit
- Report any problems with a school device to the school's ICT Support Worker as soon as possible
- Staff should ensure adherence to professional boundaries in all use of ICT, including, but not limited to social networking sites and other means of electronic communication
- ICT facilities may be used for incidental personal use, provided such use is minimal and does not interfere with student's learning or staff's work performance.

### **Unacceptable Use of ICT Facilities**

All individuals who access, use or otherwise engage with the ICT resources of Saint David's Parish School should not:

- Do anything that they know or could reasonably suspect could be considered illegal, including downloading material in breach of copyright
- Seek to gain unauthorised access to anyone else's account or user information, or attempt to defeat any security controls
- Share passwords with others
- Destroy, alter, dismantle, disfigure or prevent rightful access to computer-based information and/or information resources without authorisation
- Send or publish any statement, image or other material that is offensive, threatening or could constitute harassment, discrimination, vilification, defamation or bullying
- Deliberately access, view, download or forward any offensive information or material that is illegal, abusive, of a sexist, racist or offensive nature including extremist, intolerant or pornographic
- Take photos or video recordings of others without the appropriate consents
- Send, or help to send unsolicited bulk emails (spam)
- Open or download any attachment, or access any link, that could reasonably be suspected to contain a virus, malware or other computer contaminant
- Send, or help send, sensitive, private or confidential information to external parties unless that information is encrypted or otherwise protected by a technique approved by a recognised CESA ICT authority in information security
- Download or install unlicensed or non-approved software onto any supplied computers or communication devices
- Use ICT facilities to cheat or plagiarise
- Use ICT facilities to store or download files for personal use

## **Personal Devices (e.g. Mobile Phones, Smartwatches)**

Saint David's Parish School prefers that students do not bring personal devices to school. If parents require students to bring a personal device to school, students agree:

- that mobile phones will be turned off or set to silent and handed in to their teacher each morning before collecting at the end of the day
- personal devices such as a smartwatch will be switched to inactive mode during school hours
- all personal devices are brought to school at the student's own risk
- follow all the expectations as outlined in this document for school issued devices

These expectations also apply during school excursions, camps and extra-curricular activities. In the event of an emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way.

Any personal devices that access material on the school network:

- Must be protected with a secure password
- May be monitored by the school's ICT personnel
- Must be provided to the school authorities for the purposes of assisting the authorities to determine whether inappropriate conduct has occurred

## **Staying Safe Online**

Students should take all measures to stay safe online while on school devices. This can include:

- Reporting to their teacher if they access a website or see something online that makes them feel uncomfortable
- Reporting to their teacher if they see others participating in unsafe, inappropriate or hurtful behaviour online
- Not revealing their password to anyone except the system administrator or their teacher
- Not divulging personal or identifying information when using online programs including full names. Telephone numbers, addresses or images
- Students are able to collaborate within the system; however, this should be done in a safe manner. Students should obtain a teacher's permission before establishing contact with participants not associated with the school. Teachers should record any approvals granted for external collaboration.

When posting material on social media forums, staff and students are reminded that such activity may be considered public, not private.

In the event of a cyberbullying incident, refer to the school's [Prevention and Management of Bullying Policy & Procedure](#).

## **Monitoring and Compliance**

- To ensure compliance, all staff and students are required to sign an ICT Acceptable Use Agreement each year
- Authorised ICT staff will monitor activity by automated and manual means to ensure compliance and the highest levels of security are maintained
- Staff and students will be required to replace or repair any deliberate damage to any school issued ICT device at their own cost
- Consequences of breach of the school's ICT agreements may result in termination of access to ICT facilities or further disciplinary procedures as deemed appropriate by the school's Leadership Team.

## **Supporting Documents**

SACCS ICT Acceptable Use Policy & Guidelines

Saint David's Parish School's Prevention and Management of Bullying Policy & Procedure

Saint David's Parish School's Privacy Policy

Code of Conduct for Staff Employed in Catholic Education South Australia

## **Appendices**

Appendix A: Student ICT Acceptable Use Agreement

Appendix B: Staff ICT Acceptable Use Agreement

## **DATE FOR REVIEW**

Implemented:	2004
Ratified by School Board:	2006
Reviewed	2015, 2018, 2021, 2024
Next Review	2027



### **STUDENT ICT ACCEPTABLE USE AGREEMENT**

This User Agreement sets out the terms on which you may access information and communication (ICT) facilities provided by the school.

By signing this Acceptable Use Agreement, you (including parents/guardians in the case of students under 18 years) are agreeing to the terms set out in this Acceptable Use Agreement, including the consequences of any breach of the terms.

#### **1. Privacy Consent**

Information that you transfer or store using the school's computing services may have implications for Privacy and you are reminded to read and understand the school's Privacy policy.

#### **2. Acceptable Use**

You agree that you will comply with all requirements as set out in this Agreement, and any acceptable use documentation that may be provided to you by the school.

#### **3. Monitoring**

You agree that authorised school staff and authorised Catholic Education Office staff can and will monitor your use of ICT facilities to ensure compliance with acceptable use guidelines and practices as defined and communicated to you.

#### **4. Suspension or termination of use and other consequences**

Inappropriate use of ICT services and facilities may result in the termination of access. Disciplinary consequences may also apply.

#### **5. Agreement and Consent**

I, the student named below, hereby agree to comply with all requirements as set out in this Agreement and in the Acceptable Use Guidelines and all other relevant laws and restrictions in my access to the various ICT resources through the school and Catholic Education SA network.

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### **Parent/Guardian Consent (for students under 18 years of age)**

As the parent or legal guardian of the student named above, I consent to the student accessing the various information and communication technology resources through the school and on the terms set out in this Agreement and related documentation provided.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



## **STAFF ICT ACCEPTABLE USE AGREEMENT**

This User Agreement sets out the terms on which you may access information and communication (ICT) facilities provided by the school.

By signing this Acceptable Use Agreement, you are agreeing to the terms set out in this Acceptable Use Agreement, including the consequences of any breach of the terms.

### **1. Privacy Consent**

Information that you transfer or store using the school's computing services may have implications for Privacy and you are reminded to read and understand the school's Privacy policy.

### **2. Acceptable Use**

You agree that you will comply with all requirements as set out in this Agreement, and any acceptable use documentation that may be provided to you by the school.

### **3. Monitoring**

You agree that authorised school staff and authorised Catholic Education Office staff can and will monitor your use of ICT facilities to ensure compliance with acceptable use guidelines and practices as defined and communicated to you.

### **4. Suspension or termination of use and other consequences**

Inappropriate use of ICT services and facilities may result in the termination of access. Disciplinary consequences may also apply.

### **5. Agreement and Consent**

I, the staff member named below, hereby agree to comply with all requirements as set out in this Agreement and in the Acceptable Use Guidelines and all other relevant laws and restrictions in my access to the various ICT resources through the school and Catholic Education SA network.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_