JOHN PAUL COLLEGE INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE GUIDELINES

This guide is available on our web site at www.jpc.wa.edu.au

It is the responsibility of the student and parent/guardian to be aware of its contents.

RATIONALE

Information and Communication Technology (ICT) has been introduced into schools allowing access to email and the Internet and other telecommunication devices. 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 a risk of exposure to inappropriate and offensive material, significant productivity loss, and personal safety.

In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including (but not limited to); the internet, email and social networking and telecommunications devices and facilities that may be used or accessed from a school campus or connected to a school's communication network.

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Policy statement 2-C4 'Harassment, Discrimination and Bullying'.

PRINCIPLES

1. At John Paul College ICT is provided for educational purposes only.
2. Using ICT at John Paul College is a privilege. This privilege can be removed if school rules are broken.
3. Only 'suitable devices' may be used by students at the College. More information on 'suitable devices' is available on our website at www.jpc.wa.edu.au
4. Students using the College's ICT must not break State or Federal laws (a summary of these laws are an attachment to this guide and form part of this guideline).
5. The College has the right to physically check all ICT brought onto the College campus (including non-school owned devices) and all content, including (but not limited to); written, graphic, audio and other materials created, produced, communicated, stored or accessed on College ICT or College-provided services by students.
6. Students shall be made aware that access to ICT, in particular email, and the Internet can expose them to inappropriate material or potential harm.
7. Students shall take personal responsibility when using the College's ICT services by protecting their personal information and data, maintaining the required level of security and respecting other students' ICT rights and privileges.

8. Students shall respect the privacy of others, work within the legal boundaries of licensing and copyright, not engage in any form of cheating, use language appropriate to the College's expectations, and take good care of all ICT equipment.
9. Students shall take personal responsibility for their behaviour whilst participating in any online school-based activities, regardless of where the student may be physically located.
10. John Paul College will utilise various tools and technologies to ensure compliance with this guideline. This may include the installation of software or the enabling of restrictions on non-school owned devices.

PROCEDURES
1. John Paul College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this guideline.
2. John Paul College shall identify acceptable and unacceptable use of email and other ICT systems and is committed to regularly updating this guideline.

- **Acceptable use shall include but is not limited to:**
  - researching information relating to assignments*
  - gathering specific information about subjects/topics
  - emailing a teacher or friend for assistance with school-related work;
  - accessing school-sanctioned learning materials/applications
  - other teacher directed activities

  Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

- **Unacceptable use shall include but is not limited to:**
  - accessing networks without school authorisation;
  - transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school;
  - recording, transmitting or deliberately accessing and/or receiving digital representations (including drawings, photos, videos and other multimedia) of any person without their express permission to do so;
  - communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
  - interfering with or disrupting network users, services or equipment.
  - distribution of unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorised entry to any other machine or network;
  - plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
  - conducting private business matters or using the system for any personal/monetary gain;
  - downloading and/or installing software programs/applications (or 'apps'), videos, music, picture galleries, copying music CD's, greeting cards, screen savers and games etc. without the permission of the College.

2.1 **Unlawful use shall include but is not limited to:**
- defaming someone or an organisation;
- infringing copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;
- sending email that could constitute sexual discrimination or sexual harassment;
- displaying sexually offensive or explicit material;
- making or containing offensive or insulting statements based on the race, colour or nationality of a person;
- undertaking activities which breach State and Commonwealth laws.

3. Unacceptable and/or unlawful use of ICT systems constitute a breach of College rules and may warrant disciplinary action which may include exclusion of the student in accordance with the College's disciplinary procedure.
4. "Suitable devices" must be vetted by the College's ICT department before being allowed to connect to the College's network. Connection to the College's network is required for the device to provide educational value.

PARENT/GUARDIAN RESPONSIBILITIES
It is the responsibility of parents to ensure all devices used by their child/children are in a suitable condition for school use and adhere to the College's ethos. This includes, but is not limited to:

1. the device must be brought to school every day (unless otherwise communicated by official school channels)
2. all required software/applications are installed (see the College website – www.jpc.wa.edu.au)
3. the device is performing reliably
4. the device does not pose a safety risk to the student or other students
5. the device does not pose a security risk to the College's network
6. the device is used for educational purposes only
7. parents/guardians should use their judgement concerning appropriate use of ICT in regard to the time permitted on devices and the information accessed at home
8. monitoring applications and student use of the device and all technology in support of John Paul College's code of conduct

STUDENT RESPONSIBILITIES
It is the responsibility of the student to use their device appropriately and adhere to the College's ethos. This includes, but is not limited to:

1. the device must be brought to school every day - including all accessories (unless otherwise communicated by official school channels)
2. the device is fully charged at the start of every school day
3. all required software/applications are installed (see the College website – www.jpc.wa.edu.au)
4. the device does not have offensive or inappropriate decorations (either physically or electronically)
5. the device is used for educational purposes only
6. the device does not pose a security risk to the College's network
7. follow all teacher directions including when to use their devices
8. have the volume of devices muted at the beginning of each lesson
9. use appropriate manners when communicating electronically
10. provide their devices to staff upon request
11. provide their devices to parents/guardians upon request

12. utilise access to various communications offered by the College in an appropriate and safe manner
13. the device is to be maintained and cleaned
14. maintain enough storage space for school-related files
15. request permission from the teacher and other students when using the camera and audio recording functions
16. must not publish photographs or recordings
17. may not access their device before school and during recess 1 or 2 Specifically,

the school <u>does not</u> permit the following:

1. the use of social media applications or games, for example Facebook, Instagram, Snap Chat, Wattpad etc.
2. loaning of devices to other students
3. leaving a device in such a place that it is likely to be easily stolen or damaged
4. sharing your passwords with anyone
5. providing your personal information to anyone over the internet

DIGITAL HEALTH & WELLBEING
A balance between the use of digital technologies and physical activities is essential.
1. Use the device only when required for school work during the day, and ensure there is a balance of use at home.
2. Avoid extended use of the device while resting directly on your lap. This puts undue stress on your neck and shoulders, plus, the bottom of the device can generate significant heat.
3. Take frequent breaks when using the device for extended periods of time.

LOSS OR DAMAGE
The Parent/Guardian of the student is responsible for any costs of repairing/replacing the device due to loss or damage.

In the event of theft or deliberate damage while at the School, students must report the incident to their teacher immediately.

MONITORING
All students and parents should be aware that John Paul College has the ability to monitor all information being sent/received across its network and maintains full access to all information being stored by services provided by John Paul College. This includes, but is not limited to: student e-mail, Internet usage, portable device 'Apps', instant messaging and video/voice communications. Students will have their ICT privileges removed (as stated above) if this is in breach of the JPC ICT Acceptable Use Guidelines.

LEGAL ISSUES
Users are advised that the inappropriate use of electronic information can be a violation of local, state and federal laws. Please make yourself aware of the attached statutes that are applicable to your use of the College ICT facilities.

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Student Agreement

I understand when signing this ICT Acceptable Use Guideline, that I will act appropriately and within the guidelines.

Student Name: ……………………………………………………………………………..

Student Signature: …………………………………..   **Date:** ……………………

Parent Agreement
I have read and understood the terms of the guidelines, and will support the College in the implementation of the ICT Acceptable Use Guidelines.

Parent Name: ……………………………………………………………………………….

Parent Signature: …………………………………..

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Attachment

Important Statutes which are applicable to students' use of School ICT include:

Copyright Act 1968 (Cth)
Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)
This Act precludes:
Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education sexual harassment and racial harassment in the workplace and in educational institutions.
This Act promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)
Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)
Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)
Unauthorised access to or modification of data held in a computer and unauthorised impairment
of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)
Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.