

2021 Staff ICT Acceptable Use Procedure

RATIONALE

Information and Communication Technology (ICT) has allowed schools to develop teaching and learning experiences for students through resource sharing and communication. Using ICT, accessing information, and communicating electronically can be innovative, timely and efficient. It is essential that ICT Resources be used in an appropriate manner by both staff and students to enrich teaching and learning.

However, while ICT provides significant educational value it can pose a risk of exposure to inappropriate and offensive material 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 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 Code of Conduct.

PRINCIPLES

1. John Paul College acknowledges that the availability of access to information on a global level poses a significant risk of exposure to inappropriate and offensive material.
2. John Paul College provides access to ICT and, in particular, email and the internet to support staff members. Personal use should be limited.
3. John Paul College accepts that the use of ICT, including the Internet and email, must not infringe:
 - Child protection policies
 - Relevant state and federal laws (a summary of these laws are an attachment to this Procedure and form part of the Procedure)
 - School rules or procedure; and,
 - On unacceptable or unlawful behaviour.
4. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by staff, including emails.
5. Staff shall take personal responsibility when using the school's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy

of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.

PROCEDURES

1. John Paul College is committed to ensuring all staff 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 staff member who breaches this procedure.
2. John Paul College shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this procedure.

2.1 **Acceptable use shall include but is not limited to:**

- Facilitating, gathering and disseminating appropriate information for educational or related purposes.
- Encouraging collaborative projects and resource sharing
- Assisting technology transfer
- Fostering innovation
- Building broader infrastructure in support of education and research
- Fostering professional development
- Undertaking administrative functions
- Any other tasks that are for educational or related purposes or support and promote the school and its ideals.
- Appropriate manners when communicating electronically.

2.2 **Unacceptable use shall include but is not limited to:**

- Accessing networks without proper authorisation;
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate or offensive. Inappropriate or offensive material includes but is not limited to 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 within or outside the school
- 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.
- Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorised entry to any other machine accessible via your network;
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
- Conducting private business for commercial gain or promotional material unrelated to a staff member's role in the school using the school's ICT.
- Downloading and/or installing software programs or applications, videos,
- music, picture galleries, copying music CD's, greeting cards screen savers and games etc. without the permission of the school.

- Social networking, on-line conferences, discussion groups or other similar services or tools using John Paul College ICT Resources must be relevant and used only for College purposes or professional development activities. When using such tools, all ICT users must conduct themselves professionally and appropriately.
- Inviting or accepting a College student to be a 'friend' on social networking sites or other learning management system not managed by the College.
- Subscribing to email lists that are not of an educational nature.
- Using camera and audio recording functions without requesting permission from colleagues and students.
- Staff are reminded that they must not publish photographs or recordings.

2.3 **Unlawful use shall include but is not limited to:**

- defame someone or an organisation;
- infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;
- sending emails that could constitute sexual discrimination or sexual harassment;
- display sexually offensive or explicit material;
- making or containing offensive or insulting statements based on the gender, race, colour or nationality of a person;
- undertake activities which breach State and Commonwealth laws.

3. Unacceptable and/or unlawful use of ICT systems may constitute misconduct and/or serious misconduct and may warrant disciplinary action. Any acts of continued misconduct may result in the termination of a staff member's contract of employment. Any act(s) of serious misconduct may result in the immediate termination of a staff member's contract of employment ends.