TENISON WOODS COLLEGE

ICT POLICY

<table>
<thead>
<tr>
<th>ICT POLICY approved by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNED (Principal or Delegate)</td>
<td></td>
</tr>
<tr>
<td>SIGNED (Board Chair)</td>
<td></td>
</tr>
<tr>
<td>SIGNED (Responsible Leadership Member)</td>
<td></td>
</tr>
<tr>
<td>POLICY TO BE REVIEWED BY (person/role):</td>
<td>Review Date:</td>
</tr>
</tbody>
</table>
ICT POLICY

Rationale
This policy provides detailed principles and procedures to ensure that all students and staff are aware of their responsibilities and obligations when using ICT equipment and resources at the College. Access to all ICT facilities and resources are a privilege and not a right. Inappropriate use will involve corrective action and could result in confiscation of equipment, exclusion from accessing ICT resources and equipment and police investigation which may be out of the control of the school.

Introduction
Tenison Woods College provides an extensive range of information and communication technology equipment, resources and services to students and staff.

The College Board and Leadership Team expect responsible use of Information and Communication Technologies (ICTs) by all students and staff both on and off campus. This includes the use of all computing hardware, software, email, the Internet, Intranet, social networking sites and College information systems.

It also includes the use of any Bring Your Own Device (BYOD) personal equipment, including laptops, tablets, USBs, mobile phones, MP3 players and cameras. Students and staff must not violate any laws, regulations, or Tenison Woods College policies or procedures, including:

- The Privacy Policy
- Behaviour Policy
- Cyber Safety Policy
- Copyright Policy
- BYOD Code of Conduct

Please note also that the College cannot accept responsibility for the loss, damage or theft of any personal property belonging to staff or students.

Legal and Ethical Responsibilities
Students and staff need to know that it is unlawful to use mobile phones or electronic devices to:

- Threaten others or incite violence.
- Take pictures or video footage of other students without their permission.
- Post pictures of other students on websites or social networking sites without the formal, written consent of the parents of such students.
- Bully or harass other students.

Such incidents may result in the device being confiscated and the incident being reported to the police.

No abusive emails, pictures or information are to be sent or received by staff and students. Please notify your teacher or the ICT Manager immediately if you receive any offensive electronic communication.

Use of Bring Your Own Devices (BYOD) Technologies and Mobile Devices
All students must have their BYOD technology switched off and out of sight when not being used in class for educational purposes at the teacher's discretion. This includes recess and lunch time. Teachers may also confiscate devices if they are concerned about inappropriate use.

No mobile phones, cameras or video equipment are ever to be used in toilets or change rooms. Breach of this directive will result in the item being confiscated and permanently banned from being brought into the College grounds.

Students’ access to, and use of, mobile devices during camps, retreats, excursions and overseas trips will be advised by the teacher in charge.

Parents seeking to send a message to their child must do so via the Front Office. Even in cases of emergency, the College needs to ensure that students are under the care and supervision of suitably qualified staff and have up to date information on all students at all times during school hours. If students need to contact parents during the day, they are to go to the Front Office after seeking permission from their Head of School or classroom teacher.
Procedures

The safety and wellbeing of all staff and students at Tenison Woods College is the joint responsibility of all families and staff. It is essential that families work closely with the College staff to ensure that all ICTs are used responsibly at all times.

Specific procedures are outlined below to protect the rights of individuals to privacy and also to ensure that students and staff do not act unlawfully, nor cause harm to others.

Protect the Safety and Wellbeing of all Staff and Students

We are all responsible for ensuring that Tenison Woods College provides a safe, supportive learning environment for all students and staff. This means that:

- Abusive, threatening or hurtful emails, posts, messages, pictures or behaviours will not be tolerated and will result in immediate corrective action. The police will be notified at the Principal’s discretion.
- Disrupting others’ learning or damaging others’ property will result in restorative justice whereby the cost of replacing the property and/or repairing the damage will be borne by the perpetrator.
- Disrupting learning through accessing inappropriate content or listening to loud music will result in confiscation of the relevant device.
- The sending of any messages without clearly identifying the sender’s details is in breach of this ICT policy and will result in the immediate suspension of ICT privileges and access.

Uphold Laws Regarding Copyright and Intellectual Property

- It is illegal to copy any software, graphics, text, games or music that may contravene copyright laws.
- Copying files, passwords or work belonging to another person may be deemed plagiarism and/or theft.
- Never bring ‘pirate’ copies of films, games or other multi-media to school or share them with friends using school equipment or resources.
- All files and materials created using Tenison Woods College equipment and resources are deemed to be the property of the College. This includes the access of College information and resources from outside the school.

Safeguard Security Data and Information

- Never reveal your password to another person. Change your password regularly and be aware of others watching you enter your password to log-on.
- If you share your password with others and they use it inappropriately you will be held responsible.
- Respect all security provisions on the computer network.
- Do not share personal information or inappropriate materials with others via the College network.

Remember that all electronic information sharing cannot be guaranteed to be private. The ICT Manager and/or Principal at the College may review, delete or recover files or directories at any time. Students can also expect teachers to have access to read student files in particular instances.

Use Online Resources Appropriately

- Do not advertise, sell or promote any illegal products or services via the College’s computing and information systems.
- Make sure that you never send, share, view or access offensive or inappropriate websites, apps, files or emails. Contact your teacher or the ICT Manager immediately if you receive any such files.
- Only subscribe to authorized and approved discussion lists, chats or news groups.
- Do not download and/or install non-approved files, programs, apps, plug-ins or other software. Contact the ICT Department for permission to use non standard software or support features.

Consequences for Inappropriate Use of ICT Systems and Devices at Tenison Woods College

Violations of this policy may result in immediate suspension of access to all ICT resources and facilities. In case of criminal negligence, the police will be notified and disciplinary action may be taken by the Director of Catholic Education SA, or by relevant state or federal authorities which may be out of the control of the school.

Repeat offences or inappropriate use of BYOD technologies, mobile devices and other ICTs may result in students being banned from bringing these personal items to school.
**Standard procedure for student misuse of ICTs**

**Minor offences**

- Teacher reminds student of the ICT policy and procedures.
- Student complies immediately – no further action.
  
  OR

- Student continues to ignore the ICT policy – teacher confiscates equipment or withdraws student’s access privileges. Student and/or parent called to meet with teacher to determine corrective action. Student complies with policy and equipment and access rights are restored.
  
  OR

- Student continues to behave inappropriately – Head of School is notified. Student has to negotiate a gradual re-instatement of privileges.

**Serious offences**

- Serious offences include serious threats, or bullying, sharing of illegal or indecent information and images, or R rated content.
- The Principal and parents will be notified and police may be called to investigate the allegation. Access to ICT equipment and resources will be withdrawn until the investigation is completed.