

# ICT POLICY (STUDENTS)

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## 1 AUTHORITY AND APPLICATION

<b>Date of approval</b>	4 August 2016
<b>Source of approval</b>	Tasmanian Catholic Education Commission
<b>Start date</b>	9 August 2016
<b>Date of review</b>	9 August 2019
<b>Date of amendments</b>	Not Applicable
<b>Previous policies replaced by this Policy</b>	Computer Usage Policy 2009

**SIGNED:**



Chair of the TCEC

**DATE:**

9 August 2016

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## 2 RELATED DOCUMENTS

This Policy should be considered in conjunction with the following related documents:

<b>TCEC Policies and Procedures</b>	<ul style="list-style-type: none"><li>• Child Safe Organisation</li><li>• Child Safe Code of Conduct</li><li>• Cyberbullying</li><li>• Privacy</li><li>• Work Health &amp; Safety</li></ul>
<b>AoH Policies</b>	<ul style="list-style-type: none"><li>• Anti-Discrimination Bullying and Harassment Policy</li></ul>
<b>Applicable Laws</b>	<ul style="list-style-type: none"><li>• <i>Anti-Discrimination Act 1998</i> (TAS)</li><li>• <i>Australian Human Rights Commission Act 1986</i> (Cth)</li><li>• <i>Criminal Code Act 1924</i> (TAS)</li><li>• <i>Disability Discrimination Act 1992</i> (Cth)</li><li>• <i>Police Offences Act 1935</i> (TAS)</li><li>• <i>Racial Discrimination Act 1975</i> (Cth)</li><li>• <i>Sex Discrimination Act 1984</i> (Cth)</li><li>• <i>Work Health &amp; Safety Act 2012</i> (TAS)</li></ul>

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## 3 DEFINITIONS

For the purposes of this policy:

- **Acceptable Use Agreement** is a set of rules developed for Students and/or Parents/Guardians and agreed to by them, that lays out Student and family responsibilities when using ICT
- **BYOD** (Bring Your Own Device) is the practice of allowing Students to use their own computers, tablets, smartphones or other devices to access CET ICT
- **CET** is Catholic Education Tasmania; a reference to the TCEO, all Schools and Governance operating in the Archdiocese of Hobart
- **Communications Device** is any device (CET-supplied or BYOD) such as telephones/smartphones, tablets, computers, radios, copiers, facsimiles, and their respective hardware, software and applications used to access CET email and other electronic data, networks, websites, internet services and social media platforms
- **Cyberbullying** is the use of ICT to intimidate, harass, humiliate or threaten a person or group with the intent to hurt them socially, psychologically or physically

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- **Cybercrime** is when the use of ICT is integral to an offence or when ICT is targeted in an offence
- **Cybersafety** is the safe and responsible use of ICT
- **ICT (Information and Communication Technologies)** refers to all technological tools, resources and Communication Devices used to communicate and create, disseminate, store, and manage electronic information
- **School** includes any Systemic School or College, Archdiocesan College or Congregational School or College
- **School Environment** is any physical or virtual place made available or authorised by a School for use by Children during or outside School hours, that includes:
  - (a) School grounds, including all campuses;
  - (b) online School environments, including email, intranet systems and Social Media platforms; and
  - (c) other locations provided by the School for a Child's use, including locations used for School Activities and School Events
- **Social Media** refers to online services, mobile applications and virtual communities that provide a way for people to connect, network and share information including text, commentary, statements, audio, graphics, multimedia pictures, movies, and photos
- **Student** is a person enrolled at a School
- **TCEC** is the Tasmanian Catholic Education Commission, an entity with delegated responsibility from the CTC for oversight of CET in accordance with its Constitution
- **TCEO** is the Tasmanian Catholic Education Office, the operational arm of the TCEC that provides professional support, services and guidance to all Schools

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## 4 PURPOSE

The aims of this Policy are to:

- (a) outline the standards expected at all times in relation to the use of ICT;
- (b) instruct and guide Students regarding acceptable and unacceptable uses of ICT;
- (c) encourage Students to practise Cybersafety at all times;
- (d) confirm that CET will not tolerate the use of ICT and Social Media that is unacceptable, unlawful or a potential risk to health and safety of others; and
- (e) operate with the Applicable Laws and policies.

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## 5 POLICY

### 5.1 General

- (a) Information and Communication Technology and Social Media provides opportunities

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for significant educational value and access is provided to Students as a tool to support learning and as such should be used in accordance with the expectations of the School and balanced with the School curriculum.

- (b) The TCEC is committed to its Schools providing School Environments that:
  - (i) are stimulating and productive environments for learning, teaching and administration;
  - (ii) reflect the highest standard of accountability and sensitivity to the dignity of the human person;
  - (iii) support knowledge of and respect for equality and cultural inclusion; and
  - (iv) are free from all forms of unlawful discrimination, bullying and harassment.
- (c) Students will be educated on the meaning and application of this policy and School ICT procedures at a level that reflects age-appropriate developmental stages of Students.
- (d) Prior to using CET ICT, Students and/or Parents/Guardians will be required to enter into an 'Acceptable Use Agreement' as determined by the School.
- (e) All written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT are the property of the School, and as such, are subject to monitoring by the School.
- (f) The use of ICT by Students shall not be contrary to Applicable Laws and policies.
- (g) Authority for a Student to access ICT may be removed, restricted or changed at the School's discretion.

## **5.2 Acceptable Use of ICT and Social Media**

Acceptable use of ICT and Social Media includes, but is not limited to:

- (a) gathering, organising, creating and sharing appropriate information for educational or related purposes;
- (b) encouraging collaborative projects and resource sharing;
- (c) any other tasks that are for educational or related purposes or that support and promote the School.

## **5.3 Unacceptable Use of ICT and Social Media**

- (a) Unacceptable use of ICT and Social Media includes, but is not limited to:
  - (i) Cyberbullying;

Cyberbullying includes but is not limited to abusive texts and emails, hurtful messages/gossip/chat, images or videos, imitating others online, excluding others online, humiliating others online.

- (ii) transmitting or deliberately accessing, creating, receiving and/or disseminating material that is inappropriate or offensive;

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Inappropriate or offensive material includes but is not limited to threatening, defamatory, discriminatory or sexually explicit materials.

- (iii) unauthorised disclosing or communicating of information concerning any password, identifying code or other confidential information;
  - (iv) using School and/or the CET network and/or equipment to conduct private business for commercial gain or promote material unrelated to School defined tasks;
  - (v) bringing the School or CET into disrepute; or
  - (vi) is otherwise contrary to School rules or policy.
- (b) Unlawful use of ICT and Social Media includes but is not limited to:
- (i) using ICT in a way that that could constitute Cybercrime, including unauthorised access to ICT accounts or systems (eg hacking) or interfering with, or disrupting network users, services or equipment (eg propagation of malware or denial-of-service attacks);
  - (ii) using ICT in a way that that could constitute discrimination, harassment or bullying on the basis of an attribute;
  - (iii) using ICT in a way that that could constitute sexual discrimination or sexual harassment;
  - (iv) creating, accessing, displaying or storing prohibited or illegal offensive online content;
  - (v) defaming a person or organisation in an email, web page or through Social Media;
  - (vi) dealing with a person's personal information in a way that breaches privacy laws; or
  - (vii) infringing of copyright laws, for example reproduction or adaptation of copyrighted material by downloading and further disseminating the material.

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## 6 COVERAGE

This Policy covers and applies to all Students in relation to:

- (a) behaviour in the School Environment; and
- (b) conduct outside School or outside school hours if their acts or omissions:
  - (i) pose a potential health and safety risk to members of the School community; or
  - (ii) are likely to cause damage to the School community or CET's interests and/or reputation.

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## 7 OBLIGATIONS AND ACCOUNTABILITIES

- (a) Schools must communicate and implement this Policy within their area of responsibility.
- (b) Schools may develop additional policies on ICT and Social Media, however any such

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policy must not conflict with this policy.

- (c) Principals/Managers/Supervisors must promote this Policy within their areas of responsibility and take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately.
- (d) Students are required to comply with this Policy and must not use ICT or Social Media in an unacceptable manner.
- (e) Students, Parents/Guardians who wish to raise a complaint about unacceptable uses of ICT or Social Media should use the TCEC School Grievance Policy.

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## **8 BREACH OF POLICY**

- (a) Unacceptable use of ICT or Social Media by a Student may constitute a serious breach of this Policy and/or School rules and may result in a Student losing the right to use ICT resources for a period of time and/or the application of other sanctions.
- (b) Unlawful and/or serious misuse of ICT or Social Media may result in the School involving the police, other government/regulatory agencies and/or Social Media agencies.

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