

# ICT Policy

## INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS

February 2004

### **RATIONALE:**

Information and Communication Technology (ICT) has been introduced into schools predominantly through email and the Internet. 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 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.

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### **DEFINITION**

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

### **PRINCIPLES**

1. At Mater Dei College ICT reflects the teachings and educational goals of a Catholic school; it is provided for educational purposes only. Access to ICT shall be balanced with all elements of the school curriculum.
2. Using ICT at Mater Dei College is a privilege. This privilege may be removed if the ICT resources are not used in accordance with this policy.
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
4. The use of ICT at Mater Dei College, including the Internet and email by students shall not be contrary to relevant State and Federal laws (a summary of these laws are an attachment to this policy and form part of this policy), a breach of school rules or policy; or otherwise be inappropriate or offensive.
5. Students 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.
6. Students shall be made aware that access to ICT and in particular email and the Internet can expose them to inappropriate material or potential harm.

## PROCEDURES

1. Mater Dei 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 policy.
2. Mater Dei College shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this policy.

### 2.1 Acceptable use includes:

- researching information relating to assignments;
- gathering specific information about subjects/topics;
- emailing a teacher or friend for assistance with school related work; and,
- other teacher directed activities.
- *Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.*

### 2.2 Unacceptable Use:

#### 2.2.1 Unacceptable use includes but is not limited to:

- accessing networks without school authorization;
- 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;
- communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
- interfering with or disrupt 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 matters or using the system for any personal gain; and,
- downloading and/or installing software programs (eg .exe files), videos, music, picture galleries, copying music CD's, greeting cards screen savers and game etc without the permission of the school.

#### 2.2.2 It is unlawful to send emails which:

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

3. Unacceptable and/or unlawful use of ICT systems constitute a breach of school rules and may warrant disciplinary action.
4. This policy is available on our web site at [www.mdc.wa.edu.au](http://www.mdc.wa.edu.au) and also on our college intranet. **It is the student's responsibility to be aware of its contents.**