

Staff Information and Communication Technology Use Policy

1. Please read the entire document carefully.
2. If any clarification is required, it should be discussed with the Principal before the document is signed.
3. It is important to retain the remaining pages for future reference.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cyber-citizenship**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the College's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to; computers (such as desktops, laptops), storage devices (such as USB and flash memory devices, DVDs, , iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students, incompatible with a school environment or inappropriate for the age of a student. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

The Avila College Staff ICT program offers each teacher the use of a MacBook computer for professional use.

The program aims to support and encourage teachers to become regular, competent and discerning users of computer learning technologies. It is anticipated that this convenient access to technology, with the support of professional development, will empower staff to increase the range of teaching strategies that they are able to use confidently, and will improve student-learning outcomes.

The measures to ensure the cyber-citizenship of Avila College outlined in this document are based on our core values. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Avila College and to the effective operation of the school.

Our school has rigorous cyber-citizenship practices in place, which include Information and Communication Technology Use Agreements for school staff and students.

The overall goal of the school in this matter is to create and maintain a cyber-citizenship culture, which is in keeping with the values of the school, and legislative and professional obligations. This Policy includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-citizenship breaches, which undermine the safety of the school environment.

MacBook Guidelines

Issue of the MacBook is subject to the following conditions:

1. The MacBook is issued on a loan basis and remains the property of the legal proprietors of Avila College
2. The issue of the MacBook is related to current employment at Avila College only. Should a staff member cease employment at the College or go on extended leave (one term or more) the MacBook must be returned to the IT Department for use by a replacement teacher.
3. On leaving Avila College, the staff member is to return the MacBook to the College (with all personal files and programs removed):
 - a) Within 24 hours of an official request in writing by the College, or
 - b) Not less than 24 hours prior to departure from the College subsequent to cessation of employment, or
 - c) In the event of leave taken for the purpose of maternity, extended sickness, leave without pay, long service leave or similar situations.

(Any variation to these arrangements will be solely at the discretion of the Principal. Failure to return the MacBook as in 2b, will delay payment of final entitlements).

Professional Learning and Proficiency

4. The staff member agrees to develop the necessary skills to enable them to become an effective and efficient user of technology across the Learning and Teaching program of the College.

Professional Use

5. The MacBook is intended for staff professional use within the classroom and outside the classroom for preparation of Learning and Teaching activities for students, therefore the teacher will take the MacBook to class, have it at the College each day, and ensure it is used by the teacher only.
6. The MacBook will not be used by students unless under the direct supervision of the teacher.
7. The MacBook will be used in accordance with the Australian Copyright Act 1968 and any provisions for Intellectual Property Rights in accordance with your contract of employment.

Protection of Security

8. Security of the MacBook is at all times the responsibility of the Staff Member.
9. Password protection and network security must also be maintained. Staff will adhere to the IT Support strategies introduced to protect the integrity of the network, including password changes and remote access guidelines etc.
10. The MacBook cannot be loaned or used by any other person and is for the sole use of the teacher for education purposes at Avila College. . i.e. a parent employed by Avila College is unable to allow their child to use a Avila College computer.
11. Unlicensed software must not be installed onto the MacBook, and any single user license, that is the property of Avila College, may not be loaded onto more than one computer at any time. Staff members will have admin access rights on the MacBook issued to them and can therefore install software if required following permission from the Systems Manager.

Backing Up of Files

12. Responsibility for maintaining backup copies of personal files resides with the staff member. In the case of mistreatment or serious hardware or software malfunction, IT Support, while taking every care, cannot guarantee restoration of the files and programs back to anything other than that of a standard staff MacBook image. IT Support staff are not responsible for maintaining software installed by individual staff members.
13. The College accepts no responsibility, and cannot guarantee support, for any unofficial (i.e. not part of the standard image or specifically required for documented curriculum purposes) software, data, etc, installed onto the MacBook.

Damage or Loss of MacBook

14. All damage and faults will be reported in writing to the IT Support as soon as a damage or fault is identified to permit repair under Warranty conditions.
15. The Staff Member agrees to pay the cost of loss or damage that may be caused to the MacBook through negligent or careless use that is outside warranty conditions and not attributable to normal wear and tear. In such instances, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations will be made by the Principal and will be based upon this Declaration.
16. In particular the MacBook should:
 - not be left in unlocked unattended offices or classrooms,
 - not be left in a situation so as to permit unauthorized student access,
 - be stored in a secure, safe location when used outside school or during transportation.
 - not be left visible inside a vehicle such as the back seat or shelf.
17. The physical safety and care of the MacBook also needs to be managed appropriately:
 - the machine must always be transported in the purpose built bag
 - temperatures should be monitored as machines are heat sensitive
 - the MacBook must not to be used in the vicinity of food, drinks or chemicals
 - the MacBook should not be cleaned with any products other than those supplied by the IT Department
 - any damage/s caused by staff such as spilling coffee or tea onto the device may result in payment by the staff member for the repairs.
18. Any breach of this Policy, where the employee has not demonstrated reasonable care of the MacBook could result in disciplinary action.

Staff Cyber-Citizenship Expectations

19. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use, which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.
20. The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.
21. When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:
 - Initiate access to inappropriate or illegal material
 - Save or distribute such material by copying, storing, printing or showing to other people

22. Users must not use any electronic communication (e.g. email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.
23. Staff are reminded to be aware of professional and ethical obligations when communicating via ICT with students outside school hours. They are reminded that their behaviour must be inline with the Victorian Institute of Teaching's Code of Conduct.
24. All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment.
25. All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.
26. The users of school ICT equipment and devices must comply with the Copyright Act 2006 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 2006.
27. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network or any ICT device. Catholic Education Melbourne guidelines should be followed regarding issues of privacy, safety and copyright associated with student material which staff may wish to publish or post on the school website.

Dealing with incidents

28. Any incidents involving the unintentional or deliberate accessing of inappropriate material by staff or students must be reported to a member of the Leadership Team who will make a record of the incident with the date, time and other relevant details.
29. In the event of access of such material, users should:
 - Not show others
 - Close or minimise the window, and
 - Report the incident as soon as practicable to a member of the Leadership Team
30. If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported to a member of the College Leadership Team IMMEDIATELY.

Intellectual Property

31. Any electronic data or files created or modified on behalf of Avila College on any ICT, regardless of who owns the ICT, are the property of Avila College

Monitoring by the College

32. The school may monitor traffic and material sent and received using the school's ICT infrastructures when required to ensure IT systems are being appropriately utilized
33. The school reserves the right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email
34. Users must not attempt to circumvent filtering or monitoring

Supervising Students Use of ICT

35. Staff have the professional responsibility to ensure the safety and wellbeing of students using the school's computer network, Internet access facilities, computers and other school ICT equipment/ devices on the school site or at any school-related activity

36. Staff are to provide appropriate guidance to students in relation to effective strategies for searching and using the Internet appropriately and responsibly and to clearly explain what is not appropriate and responsible internet behavior.
37. While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence. If students are sent to use ICT in other areas of the school, staff must outline appropriate behaviour, expectation and usage guidelines and ensure student understanding BEFORE students engage in the activity
38. Staff should support students in following the student Use Agreement. This includes:
 - Checking that all students in their care understand the requirements of the Student ICT policy and responding to any questions that students have in relation to this policy
 - Regularly reminding students of the contents of the Student ICT policy they have signed, and encouraging them to use ICT both responsibly and positively

Breaches of This Policy

39. A breach of the ICT Policy may result in a finding of serious misconduct. A serious breach would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school ICT in a manner that could be harmful to the safety of the school, safety of students or staff, or call into question the user's suitability to be in a school environment.
40. Involvement with material which is deemed 'objectionable' under the Films, Videos and Publications **Classification Act 1993** is serious, and in addition to any inquiry undertaken by the school, the applicable agency involved with investigating offences under the Act may be notified at the commencement, during or after the school's investigation
41. The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email

Queries or concerns

42. Any technical queries or concerns are to be communicated to the Systems Manager.
43. Queries or concerns regarding other cyber-citizenship issues including inappropriate use of ICT systems by staff or students, should be advised to a member of the College's Leadership Team

Staff ICT Use Agreement

Please complete, sign, and date this Staff ICT Use Agreement Form, which confirms your agreement to the obligations and responsibilities outlined in the College's Staff ICT Use Policy.

The key obligations and responsibilities are:

- All ICT use must be appropriate to the school environment and all software used must align with our ICT system requirements
- The MacBook at all times remains the property of Avila College and should be returned during extended leave and on leaving the College
- Usernames and Passwords will be kept confidential
- The principles of confidentiality, privacy and copyright apply
- The MacBook must be treated use care and all damage must be reported to the Systems Manager in writing
- If damage is due to neglect, the staff member may have to cover the College's insurance excess

If you have any queries about the agreement, you are encouraged to discuss them with the ICT Systems Manager or a member of the Leadership team **before** you sign. Once signed, this form will be filed on your personal file as a record of your agreement.

I (Staff Member) have read and understand the obligations and responsibilities outlined in the Staff Information and Communication Technology Use Policy, a copy of which I have been advised to retain for future personal reference.

I understand that breaches of the Staff Information and Communications Technologies Use Policy will be investigated and serious breaches could result in disciplinary action. Where required specific breaches will be referred to outside agencies such as the Victorian Institute of Teaching, Catholic Education Melbourne and/or Victorian Police.

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Signature of staff member

...../...../.....
Date