



# Avila College

## INFORMATION & COMMUNICATION TECHNOLOGY USE POLICY (STUDENTS)

<b>Document Title</b>	Information & Communication Technology Use (Students)
<b>Date</b>	2019
<b>Author/s</b>	Deputy Principal Student Wellbeing Network and Systems Manager
<b>Version Status</b>	WB0120P
<b>Document Location</b>	SIMON Intranet and College Website

The measures to ensure the cyber-safety of Avila College outlined in this document are based on our core values and beliefs.

The College's computer network, Internet access facilities, laptops and other College ICT equipment/devices bring great benefits to the teaching and learning programs at Avila College and to the effective operation of the College.

All students will be issued with an ICT Use Agreement and once signed consent has been returned to the College, students will be able to use the College's ICT equipment/devices.

### Students' Agreement

As a safe, respectful and responsible user of ICT, I will help keep myself and other people safe by following these rules:

1. I cannot use College ICT equipment until my parent(s)/guardian(s) and I have read and signed my ICT Use Agreement and returned it to the College.
2. I will log on only with my own user name and I will not allow anyone else to use my user name.
3. I will not tell anyone else my password, except College staff, if the need arises, to aid access to my account.
4. While at College or on a College-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (eg. bullying or harassing) or discredit the College.
5. I understand that I must not, at any time, use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke.
6. I will abide by the College's belief that "Every person has a right to a good name". I will not upload/post/blog etc. defamatory, abusive or insulting material (text, video, image, music etc.) about any student, staff member or parent in the Avila community.

7. I will not use or display the Avila name or uniform in an inappropriate manner. The Avila crest and images taken on the College's grounds cannot be used without written permission from the College. This includes social networking sites created and/or accessed outside of school hours.
8. I understand that I will be required to switch off my phone and store it securely in my locker from the start until the end of the school day. When emergencies occur, my parent(s)/guardian(s) will reach me by calling the school on 9831 9600.

(The only exceptions to this will be where students use phones to monitor health conditions, or where teachers instruct students to bring their phone for a particular classroom activity. At all other times, phones must be in lockers and switched off.)

If I am not abiding by these expectations I understand that I will need to engage in a restorative conversation with a staff member. Repeated breaches of these expectations will result in my parent(s)/guardian(s) being contacted and further restorative conversations/discussions to ascertain appropriate consequences. This might include being placed on Avila Reconnect.

***Adapted from Victorian Department of Education Guidelines***

9. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at College

If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately

10. I understand that I must only download files such as music, videos, files or programs that comply with the Copyright Act and all amendments. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or use for school-related activity. Any images or material on such equipment/devices must be appropriate to the Avila College environment.
12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.
13. I will not plagiarise work found on the Internet. This means taking writing/images etc. in whole or part and presenting them as my own. If I do use the work of others it must be acknowledged in a bibliography or acknowledging the URL.
14. I will respect all ICT systems in use at the College and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any College ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all College cyber safety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member or ICT Help Desk
15. I understand that the College may monitor traffic and material sent and received using the College's ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

16. I understand that the College may audit its computer network, Internet access facilities, computers and other College ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. I will treat all ICT equipment with the greatest of care. I understand that, if I use ICT equipment inappropriately or my actions cause damage, my parent(s)/guardian(s) will need to cover the cost of repair.
18. I understand that I can utilise earbuds when permitted in the classroom or during research activities/at teacher's discretion. However, when not used for learning purposes, I need to stow them away for safe-keeping in my locker. That way I can be 'present' to those around me without distraction.
19. I agree to only use my laptop in the library or pre-arranged venue (indoors or outdoors) with teacher awareness, during recess and lunch, if needed.

## VERSION HISTORY

Version	Date Issued	(Minor, Major Change)
January 2019	January 2019	Minor
January 2020	January 2020	Minor

Document approved by Principal and ratified by the Executive Team	
<b>Next Review Date</b>	January 2021
<b>Person/s Responsible</b>	Deputy Principal Student Wellbeing Network and Systems Manager Principal
<b>Related Documents</b>	
<b>References</b>	