

Information and Communication Technology Use PROTOCOL (STUDENTS)



Avila College

Protocol Title	Information and Communication Technology Use (STUDENTS)
Associated Policies	ICT Acceptable Usage Policy Anti-Bullying Policy Child Safety Policy Child Safety Code of Conduct Complaints Handling Policy School Privacy Policy
Internal Associated Protocols/Procedures	Information and Communication Technology Use Protocol (Staff)
Internal Associated Checklist	N/A
School Improvement Plan Sphere	Leadership & Management
Sponsor	Principal / Business Manager / IT Manager
Version History	1

Overview

This protocol outlines the Avila College ICT program, acceptable usage, conditions and the conduct of students expected when using digital technologies.

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

This protocol is governed by the Melbourne Archdiocese Catholic Schools (MACS) ICT Acceptable Usage Policy and all students and their families are expected to have read and understood this policy, available on the College website (www.avila.vic.edu), as the basis upon which this protocol is applied.

All students at Avila College (“the College”) are required to use internet and network services in accordance with the principals and expectations of that policy, together with the specific protocols listed below. Access to, and use of College provided ICT equipment is enabled on the basis a student abides by this policy and these protocols at all times. These standards apply whenever Avila College equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

This protocol includes an acknowledgement section for students to declare their understanding of the acceptable use of College ICT by providing their signatures before being given access to, and use of, the school’s internet and network services and devices. Parents / guardians are encouraged to read, discuss with their daughters and ensure they understand this document.

Protocol

The Avila College Student ICT program offers each student the use of a College leased computer to support their learning. The cost of this program is incorporated into the College global tuition fee. The program aims to support and encourage students to become regular, competent and discerning users of computer learning technologies. It is anticipated that this convenient access to technology, with the support of the College will empower students to increase their range of ICT skills and build online safety and awareness to develop into confident global cyber citizens.

The College is responsible for ensuring the use of College ICT resources is legal, ethical and consistent with the aims, values and objectives of the College, its governing body and its responsibilities to all employees, students and other ICT users.

All students, staff and other users of College ICT resources are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including anti-discrimination and sexual harassment laws, together with the rules and policies of MACS, including occupational health and safety obligations to students and employees.

College ICT resources are provided to improve and enhance learning and teaching, and for the conduct of the business and functions of the College. Users are expected to use and manage these resources in an appropriate manner and in accordance with ICT policy and protocols. As part of ensuring users are aware of these documents, the following will occur:

- Users will be provided access to the MACS ICT Acceptable Usage Policy via the College website
- Users will be provided access to this protocol, on SIMON Intranet;
- Users will be reminded of the need for compliance with ICT policy and protocols; and
- Users will be provided notification of updates or developments to the policy.

This Protocol and associated Policies apply for the duration of the student’s enrolment.

Computer Use – Conditions of Use

Ownership

The computer and all associated accessories are issued to students on a loan basis and remain the property of the College. College devices may be leased, in which case the College acts as lessee, and extends use of devices to enrolled students and employees.

Issuance

Issuance of a College computer is conditional upon the enrolment requirement to pay school fees either in full at the start of the year or by installment arrangement as outlined in the School Fees and Charges Policy (www.avila.vic.edu.au)

Return of devices

The issue of the computer is related to current enrolment at the College. Should a student's enrolment cease, or the student plans to undertake a long period of leave the College will require return of the device and associated accessories unless otherwise negotiated. Please contact the College Registrar in the first instance in such circumstances to discuss.

Loss or Damage, Repair and associated costs

Loss or damage of College devices and or accessories must be reported immediately to the College IT Help Desk. All repairs and warranty matters must be arranged through the College IT Help Desk. The computer or device MUST NOT be taken to a third party provider as the College has explicit warranties in place which may be void if repairs are done independently.

Parents/Guardians agree to pay an insurance excess associated with repairs not covered under warranty. If damage occurs because of negligent or irresponsible behavior, parents/guardians will be invoiced for the full cost of repairs. The College will not be liable for any loss or damage resulting from use of the computer

Security

The student is at all times responsible for the security of their College device. Students must take reasonable care of the computer and not expose it to undue damage or theft. Do not leave devices in vehicles, or unlocked premises. Should theft occur, the student and or parent/guardian must report this to Police – and the IT Help Desk - immediately and provide a copy of the Police Report to the IT Help Desk.

The computer is issued with a protective hard cover and bag, which must be used at all times.

Device exchange/upgrade

From time to time, the IT Help Desk may request the return of the computer for exchange / replacement or essential updates. Students are required to comply with deadlines in particular related to return or exchange of leased devices in order to avoid financial penalty.

Backup of data

Responsibility for maintaining backup copies of personal files resides with the student. It is highly encouraged students utilise secure cloud based data repositories and collaboration platforms recommended by teaching staff, or the IT Help Desk to store their data.

Support

Help and advice can be obtained from the College IT Help Desk itsupport@avilacollege.vic.edu.au or via the College on 9831 9600.

It is important to retain this Protocol for future reference.

Student ICT Use Agreement

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

1. I can only use College ICT equipment once my parent(s)/guardian(s) and I have read and signed my Student ICT Use Agreement and returned it to the College.
2. I am responsible for the security and protection of my computer at all times. I will always use the protective hard cover and case provided and will take all reasonable care to avoid damage or theft of my device.
3. 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.
4. I will log on only with my own details and I will not allow anyone else to use my login details or share my password with anyone, except College staff if the need arises to aid access to my account.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.)

10. 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

11. I understand that I must only download files such as music, videos, files or programs that comply with the Copyright Act and all amendments. The download of unlicensed software onto my College computer is prohibited. I also understand that anyone who infringes copyright may be personally liable under this law.
12. 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.
13. 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.
14. 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.
15. 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
16. 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.
17. 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.
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.

If I do not abide 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.

Please complete, sign, and date this Student ICT Use Agreement Form, which confirms your agreement to the obligations, conditions and responsibilities outlined in the Information and Communication Technology Use Protocol (Students)

If you have any queries about this agreement, you are encouraged to discuss them with your parent/guardian and/or the College before you sign. Once signed, this form will be filed on your student file as a record of your agreement.

I (student name) have read and understand the obligations, conditions and responsibilities outlined in the Information and Communication Technology Use Protocol (Students), including those in the Student ICT Use Agreement Form, a copy of which I have been advised to retain for future personal reference.

I understand that breaches of the Information and Communication Technology Use Protocol (Students) will be investigated and serious breaches could result in disciplinary action. Where required specific breaches will be referred to outside agencies such as Melbourne Archdiocese Catholic Schools and/or Victoria Police.

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Student (Name)

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Signature of Student

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

Related school policies

- Child Safety Policy
- Child Safety Code of Conduct
- ICT Acceptable Usage Policy
- Anti-Bullying Policy
- School Privacy Policy
- Complaints Handling Policy

Related documents

- Information and Communication Technology Use Protocol (Staff)