



Information Communication Technologies Policy:

The purpose of Information and Communication Technologies (ICTs) at All Souls St Gabriels is to enhance student learning and social development, promote student achievement, support the professional work of staff, manage information and provide business administration systems and to provide communication between all stakeholders including students, parents, staff and boarders and their families.

Definitions

ICTs are any electronic device or related applications which allow users to record, send, share and access or receive information, in digital, text, audio, image or video form. ICTs may include: computers and systems and related applications such as email and Internet; web-based tools such as chat rooms, blogs, podcasts, social networking sites and instant messaging systems; mobile devices such as mobile phones, PDAs, Netbooks, PSPs; image tools such as video, still or web cameras; audio tools such as audio recording devices, iPods & mp3 players and data storage facilities such as hard-drives, DVDs, CDs, USBs and any combinations within and beyond this list.

Guidelines

Students are required to follow these guidelines for the Use of Information Technologies at ASSG.

- ICTs should be used in accordance with other school policies and procedures.
- All users of school ICTs must be aware that all usage of the schools ICTs may be monitored and recorded.
- Staff instructions must always be followed while using ICTs.
- The school reserves the right of control of all ICT resources (both school and personal) including the removal of resources or confiscation of devices following misuse or threat of misuse.
- Abusive, threatening or offensive language must not be used in any communications. Continued inappropriate, unsolicited or unwanted communication may be identified as harassment and may lead to criminal charges
- Misuse, abuse or damage are all considered serious breaches of the responsible use of ICTs.
- Food and beverages should not be consumed while school ICT resources are being used.
- Students are to abide by the law. Students may not act as though they intend to break the law by, for instance, attempting to guess a password or to gain unauthorised access to remote computers.
- The care of personal ICT devices remains the sole responsibility of the student.
- The principles of Copyright must be upheld at all times respecting the information, ideas and artistic works of others
- The privacy of other students must be respected. Personal identification information such as passwords should remain private and not passed on to others. Phone numbers etc. should not be shared without consent.

- Students are not to electronically publish photos or movies of other students or staff outside curriculum restraints.
- Students should not send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc
- Information made available to others is to be accurate. It is illegal to use the Internet or any other process to gain unauthorised access to other computers or databases that are not in the public domain.
- ICTs are not to be used for the transmission of chain or threatening letters, for illegal activities or to transmit unwanted or unsolicited advertising.
- Students are not to waste IT resources or disadvantage other students by monopolising equipment, clogging network traffic etc.
- Staff may review files and communications to maintain integrity and ensure that students are using the technology responsibly.
- School resources are not to be used for gaming or peer to peer file sharing software
- Personal computers used at school must have current anti-viral software installed
- The School reserves the right of control of all ICT resources and facilities and may remove or destroy harmful, unlawful, abusive or objectionable material when detected. Material needs to be age appropriate as per media rating guidelines of G, PG and M.
- Students will not use technology knowingly to obtain, print, display or transmit language or material which is obscene, vulgar, pornographic, threatening, dangerous or blasphemous or to transmit unnecessarily repetitive information.
- Students should not make deliberate attempts to disrupt other people's use of ICTs
- Students should not make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Students should not re-post a message that was sent to them privately without the permission of the person who sent the message
- Students should not take photos, sound or video recordings of people, including background figures and voices, without their permission
- Students should not access or use material from the Internet which relates to exam cheating or providing completed assignments

Special Note: Students who feel they may have breached any of these guidelines in any way and wish to rectify the breach should engage staff as soon as possible. Breaches of these guidelines will engage Behaviour Management interventions, listed below.

Consequences of inappropriate use

- If any non-serious breach of the conditions occurs the student may be warned, and the warning will be logged by the Dean of Students.
- If there is a repeat of a non-serious breach or a serious breach of the conditions of use, then both the internet and email services will be withdrawn from the student for a period of at least 2 weeks (with up to one year), and until the parents have been contacted regarding the breach.
- If a student is using an electronic device/laptop in a manner contrary to that directed by a teacher then the device will be removed and passed to the front office and can only be collected by a parent/guardian or boarding supervisor after a period of 1 day in the first instance, one week for the second and then up to a term for subsequent offences.
- If a student has inappropriate material on their electronic device(s), in the first instance, they will be warned and asked to immediately remove the material. Any repeated offence,

or if the initial material is very offensive, will result in the electronic device being removed and parents being informed.

- If a student is found to be Cyberbullying the Safe School Policy will be followed which could result in the "Stop Harassing Me" card being issued by the Headmaster and if it continues the behaviour being reported to the Police.
- With major breaches of the schools code of conduct suspension or exclusion from ASSG is a consequence. These offences are covered in detail in the ASSG Behaviour Management Policy.

Student Declaration

I have read the All Souls St Gabriels Use of Information Technologies Policy. I understand that I need to use the school computers and my own personal communication technology devices in an appropriate manner and in accordance with the All Souls St Gabriels Information Technologies Policy and Behaviour Management Policy.