



# Information Communications Technology Policy

## Rationale

Cardijn College acknowledges the powerful contribution that Information Communication Technologies (ICT) can make to the development of human life and culture. ICT is broadening educational and cultural horizons, breaking down divisions and promoting human development in a multitude of ways. Cardijn College embraces Communication Technologies whilst recognising the need for its responsible use.

- For the purpose of this policy 'ICT' refers to but is not limited to, the following;
- computers (desktop, laptops, tablets)
- storage devices (Cloud Storage Services, USB, CDs, DVDs, portable hard drives, IPODs, IPADs, MP3 players)
- all types of mobile phones
- all devices that allow for interactivity including smart watches and cameras (such as video, digitalwebcams),
- video and audio players and receivers (such as portable CD and DVD players)
- gaming consoles
- communication through Social Media platforms
- communication across the College (including email, Microsoft Teams, Zoom or other similar technologies) and any other, similar technologies as they come into use.

## Policy Statement

All community members of Cardijn College (staff, families, students, church community, contractors) are to use the College's ICT primarily for educational or business purposes and only in a way that enhances student and staff learning, contributing to the betterment and well-being of the community. The technology is to be used in accordance with the Catholic ethos of the College.

The users of personal electronic devices, personal social media platforms and College communication systems to communicate information relating to the Cardijn College community must also adhere to this policy. This includes the use of remote access facilities at any time and is applicable for all members of the community at all times.

## Responsibilities

The School Board will:

- develop, monitor and review the policy in accordance with the legal requirements and the Church's teachings

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The School Leaders will:

- be familiar with, understand and be committed to, implementing this policy
- provide opportunities for the Cardijn community to be informed and educated about the appropriate use of ICT
- ensure the necessary infrastructure is in place to support appropriate ICT usage
- monitor and review electronic communications where inappropriate use is suspected, with the permission of the Principal or his/her delegate
- take reasonable steps to protect the personal information that is held from misuse and unauthorised access.
- allocate resources to facilitate ongoing training and support in ICT education and usage
- monitor the use of communication systems and the broadcasting of emails and follow-up in accordance with this policy.

The School Personnel:

- will have a responsibility to use ICT in an appropriate, ethical, professional and lawful manner
- should not expect that any information or document transmitted or stored on the College's computer network is private
- will be permitted to use the ICT facilities for personal reasons, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties in the College, or with the College's functions. However, any use of ICT for personal purposes is still subject to the same terms and conditions as otherwise described in this policy
- may be liable for what is communicated (written word, spoken word, image and/or other) in any form of ICT, ICT is neither private nor secret
- will not use ICT for the following purposes:
  - (a) to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, gender, ~~race~~ disability, religion, national origin or other)
  - (b) to send, receive or store obscene, offensive or pornographic material
  - (c) to discuss or comment on the physical appearance of other persons (whether they receive the message or not)
  - (d) to harass any person whether through language, frequency or size of messages
  - (e) to injure the reputation of the College and or the Church in a manner that may cause embarrassment to the employer or the Church
  - (f) to offend the ethos and values of Catholic teachings
  - (g) to spam, spoof or mass mail or to send or receive chain mail
  - (h) to infringe the copyright or other intellectual property rights of another person
  - (i) to perform any other unlawful or inappropriate act
- will immediately notify the Principal or delegate and delete any inappropriate ICT material received either intentionally or unintentionally
- will only disclose personal information of another person with proper authorisation
- will take reasonable steps to protect the personal information that is held from misuse and unauthorised access
- will not intentionally seek information, obtain copies or modify files or passwords belonging to other persons, or representing others without express authority
- will ensure that there is no violation of the intellectual property rights of any third party when distributing information through the College or to any third party outside of the College
- will ensure all copyright laws are adhered to
- will minimize the use of broadcast email to all students or all staff or both and will only be for the purpose of official College business
- will make every effort to only communicate with relevant parties when using College email systems and limit the use of email broadcasting

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#### The School Personnel: (Cont'd)

- will be aware that communications to a group of staff by a member of staff that are clearly presented as the views of or information from that person and not as an official announcement of the College are not considered to be Broadcast Emails and should meet the expectations outlined throughout this policy.
- will be familiar with, understand and be committed to implementing the ICT Policy
- will make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately.

#### The Parent(s) will:

- ensure students fulfil their responsibilities as outlined in this policy.
- supervise appropriate student use of the College laptop when at home including internet usage.
- ensure the student has their computer at College each day in a condition that will enable it to be usable for any educational purpose.

#### The Students will:

- use ICT in accordance with the College's 5 Cs (Cooperation, Commitment, Community, Courtesy and Care)
- recognise that ICT is neither private nor secret. Therefore, they may be liable for what is communicated (written word, spoken word, image and/or other) or stored in any form of ICT
- not use ICT for the following purposes:
  - (a) to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, gender, race, disability, religion, national origin or other)
  - (b) to send, receive or store obscene, offensive or pornographic material
  - (c) to discuss or comment on the physical appearance of other persons (whether they receive the message or not)
  - (d) to injure the reputation of the College and or the Church in a manner that may cause embarrassment
  - (e) to offend the ethos and values of Catholic teachings
  - (f) to harass any person whether through language, frequency or size of messages
  - (g) to spam, spoof or mass mail or to send or receive chain mail
  - (h) to infringe the copyright or other intellectual property rights of another person
  - (i) to perform any other unlawful or inappropriate act
- immediately notify a teacher and delete any inappropriate ICT material received either by intention or by accident
- only disclose personal information of another with proper permission
- not intentionally modify files or passwords belonging to other persons, or representing others, without express authority
- ensure all copyright laws are adhered to
- be familiar with, understand and be committed to, this ICT Policy, the Student Harassment Policy and the Bullying and Harassment Brochure
- make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately.

#### Breaches

The breach of these policies will be taken seriously and will result in disciplinary action being taken. Cases of serious, deliberate and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

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