



MANDURAH CATHOLIC COLLEGE

UNDER THE PATRONAGE OF THE HOLY FAMILY

INFORMATION LEARNING TECHNOLOGY ACCEPTABLE USE BY STUDENTS

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| CEWA POLICY: | <u>Community</u> |
| EXECUTIVE DIRECTIVE: | <u>Code of Conduct</u> |
| COLLEGE GUIDELINES: | <u>Information Learning Technology Acceptable Use by Students</u> |
| REVIEWED: | <u>2024</u> |
| NEXT REVIEW: | 2026 |

"Mandurah Catholic College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each student."

School-based guidelines are not variations to Catholic Education Western Australia (CEWA) Executive Directives. They enact contextual decisions; they have the legal obligation of CEWA policy for people acting under the authority of the Principal. Guidelines are used when there are multiple ways of correctly delivering on a task and there is a need taking in environment, situational awareness, and discretion into account in deciding the appropriate course of action.

Please note this document is to be read in conjunction with the CEWA Policy – Community and the Executive Directives – Code of Conduct and Privacy

PURPOSE

This document serves to provide guidance to students and parents/guardians on the acceptable use and the obligations of using Information Learning Technology (ILT) at Mandurah Catholic College (MCC).

SCOPE

These guidelines apply to:

- MCC students and parents/guardians.
- Any use of MCC ILT, whether or not during school hours, on school premises or through the use of privately owned devices.

DEFINITIONS

Information and Learning Technology (ILT) includes all information technology systems, hardware, software, network, communication platforms and devices.

GUIDELINES

ILT is provided to students as a tool to support learning and must be used in accordance with the guidelines detailed in this document.

Acceptable use of ILT

Includes all tasks performed using ILT that genuinely contribute and support the educational process of MCC.

Unacceptable use of ILT

Unacceptable use of ILT constitutes a breach of College Rules and may result in the withdrawal of student access and the application of other sanctions. Unacceptable use includes, but is not limited to:

- Transmitting or deliberately accessing, creating, or receiving material that is inappropriate, abusive, or offensive. Inappropriate, abusive, or offensive material includes, but is not limited to threatening, sexually explicit, defamatory, discriminatory, or emotionally harmful.
- Using inappropriate, abusive, or offensive images as desktops, lock screens, screen savers, and Apple ID or account pictures.
- Disclosing or communicating passwords, identifying codes or other confidential information without permission.
- Interfering with or disrupting staff, students, or community members by intentionally damaging ILT, the propagation of viruses and spam, and attempting unauthorised entry to any ILT.
- Using a Virtual Private Network (VPN) or personal hotspot to bypass College systems.
- Removing MCC management tools, security software or deliberately changing device settings required for connection to College systems.
- Renaming your device or using a device name that doesn't conform to the College standard, i.e. *firstname.lastname*. The device must be easy to identify within College systems.
- Transmitting or deliberately accessing, creating, or receiving photographs or recordings of a staff, student, or community member without consent.
- Using ILT for political purposes, to conduct private business for commercial gain or to promote material unrelated to the College.
- Using ILT to download, stream or play games, music, videos, software, or apps which are not approved by MCC and are not for curriculum related purposes.
- Using ILT to access chat, SMS, or messaging sites and applications that are not approved by MCC and are not for curriculum related purposes.

Unlawful use of ILT

In addition to possible sanctions placed for unacceptable use, unlawful use of ILT may result in the College involving other government agencies. Unlawful use includes, but is not limited to:

- Defaming a person or organisation in an electronic communication, web page or through social media.
- Breaching copyright laws, including software copyright, or other intellectual property laws.
- Digital communication that could constitute fraud, discrimination, harassment, or bullying.
- Storing, accessing, displaying, or creating sexually offensive material.

Composing Emails and SEQTA Messages

When composing emails and SEQTA messages, respectful and effective communication is crucial.

- Always start with a concise and informative subject line that reflects the content.
- Use a formal greeting which addresses the recipient by their title or name.
- State your purpose in the body of the email, providing context if necessary.
- Focus on the main points of your message and consider the recipient's time.
- Be mindful of grammar and spelling, as errors can impact your message's credibility.
- Always conclude with a courteous closing and your name.

Parent/Guardian

Parents/guardians must be informed and understand their obligations relating to the use of ILT by students and are requested to assist in facilitating its implementation. Obligations include, but are not limited to:

- Insuring privately owned devices against loss or damage.
- Clearly labelling all devices, Apple pencils, and other accessories with the student's name.
- Acknowledge that liability for damage caused to a privately owned device either on or off College property is the sole responsibility of the parent/guardian and/or student.
- Acknowledge that the primary purpose of the privately owned device is to support student education and as such, the installation, configuration, and support of MCC approved software and required device settings must take priority over privately owned applications and customisations.

- When required, allow ILT Support unrestricted access to privately owned devices for the purposes of management, troubleshooting and repair. ILT Support may remove content required to facilitate maintenance or repair of the device if deemed necessary.

CyberSafety

While every reasonable effort is made to prevent student exposure to inappropriate content when using online services, it is not possible to eliminate the risk of such exposure. MCC cannot filter internet content or social media accessed by a student when not connected to the College network. To assist in keeping students safe online, parents/guardians are encouraged to install parental controls on devices and monitor internet activity.

The eSafety website (<https://www.esafety.gov.au/parents>) is an excellent resource for parents/guardians who would like to learn more about CyberSafety. The site is easy to understand and provides a range of practical tips on keeping students safe online.

APPENDIX 1

ILT ACCEPTABLE USE AGREEMENT (YEARS 4 - 6)

When I use digital technologies and the internet I will:

- Check that what I write is polite and respectful.
- Stop to think about how the things I do or say online might make my friends and classmates feel.
- Stop being mean on purpose and I will not intentionally send mean messages to others. If I see others being mean online I will report it to a teacher and leave the chat immediately.
- Protect myself by not sharing my personal information online. My full name, photo, birthday, address, and phone number is personal information. I will also protect my classmate's information in the same way.
- Only join websites and online spaces with my parent/guardian or teacher's guidance and permission.
- Speak to a trusted adult if I see something that makes me feel upset online or if I need help.
- Speak to a trusted adult if someone is unkind to me online or if I know someone else is upset or scared.
- Not search for something rude or violent.
- Turn off or close the screen if I see something I don't like online and tell a trusted adult.
- Be respectful of my iPad and making sure I respect my classmates iPads at all times.
- Keep my iPad safe. It is my responsibility to protect it from getting lost or damaged.
- Make sure my iPad is fully charged prior to the start of the school day.
- Acknowledge that the primary purpose of the privately owned device is to support student education and as such, the installation, configuration, and support of MCC approved software and required device settings must take priority over privately owned applications and customisations.

Student Name

Signature

Date

Parent Name

Signature

Date

APPENDIX 2

ILT ACCEPTABLE USE AGREEMENT (YEARS 7 - 12)

- I will not transmit or deliberately access, create or receive material that is inappropriate, abusive, or offensive.
- I will not use inappropriate, abusive, or offensive images as desktops, lock screens, screen savers, and Apple ID or account pictures.
- I will not interfere with or disrupt staff, students, or community members by intentionally damaging ILT, the propagation of viruses and spam, and attempting unauthorised entry to any ILT.
- I will not bypass MCC systems, attempt to access inappropriate material online or try to access internet sites that have been blocked through the use of a Virtual Private Network (VPN) or personal hotspot.
- I will not remove any MCC management and security software or deliberately change device settings required for connection to MCC systems.
- I will use the MCC standard, i.e. *firstname.lastname*, for the name of my device so that it can be easily identified within MCC systems.
- I will not transmit or deliberately access, create or receive photographs or recordings of a staff, student, or community member without consent.
- I will not use ILT for political purposes, to conduct private business for commercial gain or to promote material unrelated to the MCC.
- I will not use ILT to download, stream or play games, music, videos, software, or apps which are not approved by MCC and are not for curriculum related purposes.
- I will not use ILT to access chat, SMS or messaging sites and applications that are not approved by MCC and are not for curriculum related purposes.
- I will not defame a person or organisation in an email, web page or through social media.
- I will not breach copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property.
- I understand that I am accountable for all activity associated with my user accounts and will protect my online identity by not sharing my personal information, usernames, and passwords.
- I will clearly label my device, Apple pencil and accessories, and insure my device against loss or damage. I will take responsibility for the physical security of my device and acknowledge that I am responsible for any loss or damage of my device whilst at school.
- I will be responsible for the back-up of all data stored on the device. MCC is not responsible for loss of data should technical failure occur.
- I will allow ILT support unrestricted access to my device for the purposes of management, troubleshooting and repair.
- I will ensure the device is fully charged prior to the start of the school day.
- I will be held responsible for my actions while using ILT and understand that the misuse of ILT may result in the withdrawal of access and other sanctions.
- When sending emails and SEQTA messages, I will be respectful and effective in my communication, and follow the guidelines presented in the *Information Learning Technology Acceptable Use by Students* policy.

Student Name

Signature

Date