



<b>Policy:</b>	Information Communication Technology - Appropriate Student Use
<b>Released:</b>	2019
<b>Due for Review:</b>	2023
<b>Domain:</b>	Learning

## 1. Rationale

The Church teaches us that communication must reflect the highest standard of accountability and a sensitivity to the dignity of the human person. *'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.'* (Mandate, para 22)

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for our community to become all they were created to be. ICT provides significant educational value but can pose risks regarding personal safety and people personal and corporate reputations.

## 2. Definitions

- *'Information and Communication Technology (ICT)'* includes all hardware, software, systems and technology including the Internet, SEQTA, email, telecommunications devices and social media (e.g. Facebook) owned by the school, students and families.
- Defamation is the publication, declaration or broadcast of material that is capable of lowering the reputation of a person in the estimation of others.
- *Harassment, Discrimination and Bullying* means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation, and Bullying.
- *Social media* refers to a group of Internet-based applications that allow users to share information and create communities.

## 3. Principles

- 3.1** This policy concerns the student use of ICT and reflects the teachings and educational goals of Servite College. Usage of ICT shall be balanced with all elements of the school curriculum.
- 3.2** All written, graphic, audio and other materials created, produced, communicated, stored or accessed on Servite College ICT and privately-owned ICT being used on the College, including emails and other chat platforms, may be subject to monitoring by the school.
- 3.3** ICT is provided to students as a tool to support learning and should be used only for educational purposes.
- 3.4** The use of school, student and family-owned ICT on the school site, including the internet, email, and social media by students shall not be contrary to any relevant State and Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy) or a breach school rules or policy. Students should also ensure their use of ICT in always appropriate and non-offensive (as outlined below).
- 3.5** As parents/caregivers are the prime educators of their child, they shall be informed of the school policy and encouraged to assist implementing this policy.

## 4. Policy

**4.1** Servite College is committed to ensuring all students are aware of standards and expectations regarding the use of ICT within the school environment. Emphasis is placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, safety and digital citizenship.

**4.1.1** Given the above, there are consequences for students who deliberately act in ways contrary to these expectations, which are outlined in the College's Student Expectations and Standards Policy.

**4.1.2** Unacceptable use of ICT constitutes a serious breach of school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.

**4.1.3** Unlawful and/or serious misuse of ICT may require the school to involve the Police or other government agencies.

**4.2** Below are examples of acceptable, unacceptable and unlawful use of ICT by students:

**4.2.1 Acceptable use shall include, but is not limited to:**

- gathering, organising, creating and sharing appropriate information for educational or related purposes
- encouraging collaborative projects and resource sharing
- any other tasks that are for educational or related purposes or that support and promote the school and its values

**4.2.2 Unacceptable use shall include but is not limited to:**

- accessing networks without proper authorisation
- attempting to access the Internet via non-school provided services (e.g. tethering from a mobile phone or the use of VPN's)
- transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally, including bullying or harassment within or outside the school
- unauthorized disclosing or communicating of confidential information or information concerning any password, identifying code or other confidential information without permission
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to; unsolicited advertising, intentional propagation of viruses in any form and making or attempting to make unauthorized entry into another user's account (i.e. 'hacking')
- breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property
- using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks
- playing non-educational computer games while at school (e.g. Fortnite, Call of Duty, Counter-Strike: Global Offensive)
- bringing Servite College into disrepute

**4.2.3 Unlawful use shall include but is not limited to:**

- infringes a person's copyright or other intellectual property rights
- is defamatory of a person or an organisation
- contains sexually explicit, indecent or obscene or pornographic material
- is discriminatory against a person on the basis of, for example, sex, race, religion, disability or age

- deals with a person's personal information in a way that breaches privacy laws
- constitutes racial harassment or incites racial hatred
- constitutes harassment or bullying
- is infected with a computer virus, would result in a breach of school security or disruption to the school's networks, or constitutes a 'cybercrime'
- is otherwise contrary to school rules or policy

**4.3** Students who feel they or another person has breached these policies and procedures should report incidences as per the following:

**4.3.1** Students should use the Servite Concern website to report infringements and/or see their Head of Community

**4.3.2** Students are also strongly encouraged to speak with their parents / guardians about any concerns

**4.3.3** Students are encouraged to use the Australian Federal Police Guidelines for Social Media Reputation Management to help protect their online safety

## 5. References

- Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015 Catholic Education Commission policy statement 2-C4
- Harassment, Unlawful Discrimination, Victimisation and Bullying Copyright Act 1968 (Cth)
- Equal Opportunity Act 1984 (WA)
- Classification (Publications, Films and Computer Games) Enforcement Act 1996
- Criminal Code Act (WA)
- Cybercrime Act 2001 (Cth)
- Privacy Act 1988 (Cth)

## 6. School related policies/documents

- Student Expectations and Standards Policy
- ChildSafe Framework
- Student Code of Conduct
- Privacy Policy
- Social Media Guidelines
- Servite Concerns
- Student ICT Loan Agreement

## 7. Statutes

Important statutes which are applicable to students' use of School ICT, include:

- **Copyright Act 1968 (Cth):**  
Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of the original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.
- **Equal Opportunity Act 1984 (WA):**  
This Act precludes:
  - discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education;
  - sexual harassment and racial harassment in the workplace and in educational institutions;
  - This Act promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

- **Censorship Act 1996 (WA):**

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

- **Criminal Code (WA):**

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence.

Racist harassment and incitement to racial hatred are also criminal offences.

- **Cybercrime Act 2001 (Cth):**

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

- **Privacy Act 1988 (Cth):**

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

This policy is to be read in conjunction with CEWA's ICT Use Students Policy. Where there is any inconsistency with this policy and CEWA's policy, the CEWA policy <https://policy.cewa.edu.au/> shall prevail to the extent of the inconsistency.

## 8. Review History

Year of Review	Reviewed By	Amendments
2020	Executive	
2021	Executive – December 2021	