

Information Communication Technology Student Acceptable Use Policy



At Lavalla Catholic College (the College) we support the right of all members of the school community to be provided with, and engage in, a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of responsible behaviour from all members of the school community.

The purpose of this policy is to ensure that all use of College Information Communication Technology resources is legal, ethical and consistent with the aims, values and objectives of the College and its responsibilities to the students in its care.

This policy covers acknowledgement that College Information Communication Technology is exclusively for educational purposes appropriate to the College environment when used at the College, or off-site when at home or at a College-related activity.

Permission to use College Information Communication Technology equipment / devices is subject to student and parent / carer adherence to this policy and all related policies and procedures.

This Policy Applies To

- The use of all College Information Communication Technology.
- The use of personal or other Information Communication Technology at school (tablets, laptops, phones, wearables and other digital devices).
- The use of College or personal Information Communication Technology when a student is at school including during recess and lunch time and away from school on school business such as homework, excursions, camps and extra-curricular activities.
- All digital technologies and environments including (although not limited to):
 - Internet
 - Intranet
 - Email, SMS, MMS, Instant Messaging and other communication platforms
 - Social Media (e.g. Facebook, Twitter, Snapchat)
 - Video and photo sharing websites (e.g. YouTube, Instagram, Vimeo)
 - ClickView and the ClickView Online environment
 - Blogs or micro-blogs
 - Forums, discussion boards and groups
 - Vod and Podcasts
 - Video Conferences and Webinars
 - Cloud based applications and storage resources
 - New and emerging technologies

This Policy Covers

- Information Communication Technology equipment / devices including computers, storage devices such as USB and Hard Disk Drives, CDs, DVDs, cameras, all types of mobile phones, gaming consoles, video and audio players / receivers such as portable CD and DVD players, cloud based storage resources and any other similar technologies.
- Information about student obligations, responsibilities and the nature of possible consequences associated with breaches.
- The requirement that students abide by the rules and instructions in this policy.

Use of Digital Technologies

When students use digital technologies and the internet at school they agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner, and never writing or participating in online bullying. (An example of online bullying would be forwarding messages and supporting others engaged in harmful, inappropriate or hurtful online behaviours).
- Protecting their privacy; including not giving out personal details, including their telephone number, address, passwords or images.
- Protecting the privacy of others; including never posting or forwarding their personal details or images.
- Talking to a teacher or a trusted adult if they personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if they see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that they upload or post online, knowing that this is a personal reflection of who they are and what people think of them and that in turn is a reflection on the College.
- Handling College ICT devices with care and notifying a member of staff of any damage or operating issues.
- Abiding by copyright and intellectual property regulations; including requesting permission to use images, text, audio and video citing references where necessary.
- Not interfering with network systems and security, or the data of another user.
- Never using the username or password of another member of the College community.
- Not attempting to bypass any security, filtering or monitoring technology enforced on the College network, including Internet restrictions through the use of 3G/4G/5G Mobile Network devices (Mobile Data Hotspots) or by proxy avoidance or by any other means.
- Not allowing food, drink or other liquids near College ICT hardware.
- Not wasting resources such as internet by downloading unnecessary content, viewing irrelevant material on YouTube or other video streaming sites or paper when printing.
- Not accessing, or attempting to access, inappropriate, age restricted, illegal or objectionable material.
- Not downloading, saving or distributing any inappropriate, age restricted, illegal or questionable material by copying, storing, printing or transmitting it, or by alerting or showing it to other people.

Questionable material includes:

- Language that is not appropriate in the College environment such as swearing or sexually explicit references.
- Sexually explicit messages or pictures.
- Offensive or inappropriate cartoons or jokes.
- Unwelcome propositions or love letters.
- Ethnic or racial slurs.
- Any material which contains disrespectful comments about people with disabilities or people's sexual orientation or any person's physical attributes.
- Unsolicited material.
- Material that is unrelated to College curriculum purposes.

- Reporting any network flaws or security faults that they become aware of to a member of staff.
- Not installing any software to College ICT.
- Not using the College ICT network or infrastructure to download any software unless specifically requested to do so by a staff member.
- Not using College ICT in a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person.

Students understand that:

- When on College premises, they may only use ICT for College supported educational purposes unless otherwise permitted by a member of staff.
- They may not use the College name in any online account or site that they create or maintain without the written consent of the College Principal or their delegate.
- They must not use ICT to upset, offend, harass, threaten or in any way harm others or the College itself, even if it is meant as a joke.
- They must not use any device to cause distractions for others, especially in regards to sound. Audio must be muted or used with student owned headphones or earphones unless otherwise directed by a member of staff.
- There may be criminal penalties for, among other things:
 - Distributing photos and video footage without the consent of the individuals involved.
 - Distributing inappropriate images (e.g. 'Sexting'), including of themselves.
 - Teasing, making fun of, or spreading rumours about someone online.
 - Harassing someone or making threats electronically.
 - Accessing someone's account without their permission.
 - Copyright infringement.
- If they accidentally access inappropriate material whilst using College ICT they must:
 - Not show others;
 - Report the incident to a member of staff and their parent / carer as soon as possible.
- The College may monitor activity, storage, traffic and material sent and received using College ICT, including auditing its computer network, Internet access facilities, computers and other College equipment / devices. The College may use filtering and/or monitoring technologies to restrict access to certain sites and data, including email.
- If they break these rules, the College may inform their parents / carers. In serious cases the College may take disciplinary action against them. They also understand that their family may be charged for associated repair costs. If illegal material or activities are involved, the College may inform the Police or relevant authorities.

Personal Devices

When they use their personal devices (including their phone) at school, students agree to be a safe, responsible and ethical user at all times, by:

- Keeping devices on silent at all times.
- Respecting the privacy of others by only taking photos or recording sound or video when others are aware and consent has been provided as part of an approved lesson.
- Respecting others and communicating with them in a supportive manner, including in social contexts by not making harassing phone calls / text messages or forwarding on messages which may harm, harass, embarrass or bully in accordance with the College's Cyber Safety Policy.
- Obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them on to other people or posting / uploading them to online spaces, with the exemption of forwarding them on to a member of staff or uploading them to the College's eLearning environment.
- Ensuring their device is password protected.

Technical Support

Students understand that:

- The College **will** provide technical support for:
 - Connecting their device to the school network, internet and other College digital technologies.
 - Set up and management of Student College email accounts.
 - All College-based software and associated issues with College applications.
 - The College can provide remote support with the use of appropriate software. They and their parents / carers would need to provide permission for IT support staff to remotely take control of their device to have any issues resolved.
- The College **will not** provide technical support for:
 - Connecting to home networks, internet, printers or other devices.
 - Personal email accounts and settings.
 - Issues with software that is non-essential to student College curriculum and learning.
 - Repairing hardware issues (e.g. faulty hard disk drives).
 - Devices which do not meet the published minimum specifications.
- In certain circumstances, technical support may be denied in accordance with the College's Information & Communication Technology Policy.
- Support for students regarding ICT resources is accessed through helpdesk@lavalla.vic.edu.au or through the portal at helpdesk.lavalla.vic.edu.au.

Damage or Loss of Equipment

Students understand that:

- Their parents / carers are responsible for insuring their personal devices as this is not covered by the College's insurance.
- At the discretion of the College, parents / carers may be liable for the cost to repair or replace College owned equipment that they lose or damage.
- The College is not responsible for loss or damage to any personal device when providing support or attempting repairs, including, but not limited to the loss of data.

User Responsibilities

Students understand that they are responsible for:

- Bringing their device, fully-charged, to school every day.
- Ensuring their device has appropriate virus protection.
- Backing up their data securely, including the use of their College's One Drive account.
- Carrying their device in an appropriate protective case at all times.
- Storing their device securely in their locker when it is not in use, including during recess and lunchtime.
- Ensuring that any accounts created on external websites for education use are done using their College email ("[insert your username](mailto:insert_your_username@lavalla.vic.edu.au)"@lavalla.vic.edu.au). The password used will need to be different from the one they use on their College network account, preserving the College network security should the external site suffer a data breach.

Loan Devices

The following guidelines apply to all loan devices:

- The Laptop Loan Agreement Form should be read and understood by the student and parent / carer before devices can be issued.
- A loan can only occur if a student's laptop is being repaired (proof of quote required).
- A photo should be taken at the time of the loan as evidence that the laptop was issued in good condition.
- Any damage to the laptop will be charged to the student's account and no further loans will be allowed until payment for damage / repairs has been finalised.
- Students who are not able to own a laptop because of financial hardship may be eligible to apply for ownership of a second hand laptop should the College have some available. This request should be directed to the Business Manager.

Laptop Loan Agreement Form



Full Name		Student ID	
Agreement Period			
Email Address			
Contact Number		Laptop Number	

Conditions of use:

1. Laptops are lent for a period of 4 to 6 weeks.
2. Laptops can be renewed once – in person – at the ICT Service Desk, subject to normal reservation conditions.
3. Laptops must be returned to the ICT Service Desk no later than 3.30pm to allow time for Check-in procedures to be conducted.
4. Laptops must be returned by the due date or upon request by the ICT staff.
5. Laptops will be deemed lost if not returned within seven (7) days of the due date and subject to the following procedure:
 - Students will be invoiced for the Replacement cost of the laptop and accessories.
6. No further ICT loans will be allowed while a laptop is deem overdue or past its due date.
7. Students must return the laptops free of files they create in the course of using the laptop.



Before signing, please read the following carefully:

1. I agree the laptop and all accessories are the property of Lavalla Catholic College.
2. I agree to not deface or destroy this property in any way.
3. I agree to protect the equipment from theft and/or damage.
4. I agree to notify the ICT staff immediately if the equipment is damaged, lost, or malfunctioning.
5. I understand that Lavalla Catholic College will investigate the damage to, or loss of, the equipment and I will cooperate in the investigation.
6. I agree to pay all repair/replacement costs resulting from damage or loss of the laptop while it is checked out in my name.

Replacement Cost:

- a. Laptop computer
- b. Power cord and AC power pack
- c. Computer bag
- d. A charge for damage or non-return will be applied to your student account
7. I agree to use the equipment safely.
8. I agree that inappropriate material (of a violent, sexual or political nature) on the machine may result in a student losing their right to use this equipment.
9. I agree I will not use the equipment for the purpose of personal profit making or for commercial activities.
10. Use of the equipment including software, email and the internet is conditional upon compliance with Lavalla Catholic College School policies, procedures and guidelines, including the Sexual Harassment Policy & Grievance Procedures and Equal Opportunity Policy as well as State and Commonwealth law.
11. I agree not to make use of, or copy, software contrary to the provisions of any agreement entered into by Lavalla Catholic College.
12. I have received the laptop and accessories in good condition.

I have read the Laptop Loan Agreement form and I agree to be bound by these conditions of use.

Student Signature: _____

Date: _____

Parent or Carer signature: _____

Date: _____