St Brigid's School

Policy Document

Acceptable Use of Information Communication Technology Policy

1. Purpose

This policy supports the Acceptable Use of Information and Communications Technology at St Brigid's School. Information and Communications Technology are valuable learning tools and are to be used acceptably and ethically. This policy covers the use of the St. Brigid's School's computer network, Internet facilities and all digital media devices. These include photographic cameras, video cameras, mobile phones, portable music players, data storage devices, VR equipment and portable gaming devices. These devices are only to be used for school-related learning and as permitted by the relevant teachers. This Policy articulates behaviours and attitudes reflected in St. Brigid's Mission and Vision. Users are expected to be ethical and discerning and operate in line with the CESA Acceptable Use of Information and Communications Policy.

2. Scope

This policy is designed to promote acceptable use of electronic information and communications technology by all staff, Workplace Participants, students, parents, volunteers, contractors or CESA consultants at St Brigid's School.

This policy covers the:

- Use of St Brigid's School ICT Facilities (whether within or outside of normal working hours, and whether on or off-site), including use of St Brigid's networks/internet connections to access the internet using Personal ICT Devices (whether within or outside of normal working hours), and including remote access
- Other use of Personal ICT Devices (including outside of normal working hours and including when off-site) where such use:
  - Is likely to cause serious damage to the relationship between St Brigid's School/CESA and the Workplace Participant or
  - Is likely to damage the interests of St Brigid/CESA or
  - Is incompatible with the Workplace Participant's duty to St Brigid's School/CESA.

3. Policy

The school is committed to:

- Ensuring access to digital media and digital media devices, the computer network and certain online facilities
- All information and communications technology are used to enhance the quality of human life, whether in an educational, social, recreational or work context.
- Ensuring all technology is to be used in a safe, responsible, respectful, and ethical manner at all times.

4. Definitions

CESA – means Catholic Education South Australia, including any School or the CEO, as the context may permit.

Cyber Bullying - is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner.

ICT – Information and communications technology is an umbrella term that includes any computing, processing facilities, communication device or application, encompassing smartphones, computers, tablets and network hardware and software, systems and so on, as well as the various associated services and applications.

Parent/caregivers - The parent, guardian, or caregiver of a student (singular or plural).

Personal ICT Device or BYOD - means a device owned, leased or otherwise used by an individual that is not provided by St Brigid but is capable of accessing material on the school's network and services, or is capable of acting as a Wi-Fi hotspot.

SAACCS – South Australian Commission for Catholic Schools (SAACCS).

Staff - employees of St Brigid's School.

St Brigid's ICT Facilities - include computer systems, cloud-based resources, data networks, wireless infrastructure, internet connections, computers, laptops, smartphones, other devices, applications and printers and other means of electronic communication provided by St Brigid School.

Workplace – means the school in the case of Workplace Participants working or volunteering at a South Australian Catholic school, and means the CEO/CESA in the case of other Workplace Participants.

Work Place Participants – means employees, consultants, contractors and volunteers, officeholders (school boards, school governing councils and the Federation of Catholic School Parent Communities); and clergy, religious and parish workers to the extent they are using St Brigid's School ICT facilities.

Volunteer: A person who provides their services to the school free of charge, has completed Working with Children Checks and the school's volunteer induction requirements.

5.Related Documents/Links

This Policy is to be read in conjunction with and is additional to, any relevant South Australian Commission for Catholic Schools (SACCS), school or CESA policy, procedure, or support document. All Staff are required to comply with the provisions of any such documents, including the following:

- St Brigid's School Acceptable Use of Information and Communications Technology Procedure (see appendix)
- CESA Acceptable Use of Information and Communications Technology
- CESA information and Communications Technology Security Framework
- SACCS Information and communications Technology Security Policy
- SACCS Information and communications Technology Security Framework
- SACCS 2005 document: Procedures for Dealing with Allegations of Misconduct
- SACCS Privacy Policy
- National Privacy Principles
- CESA Privacy Compliance Manual
- Pontifical Council for Social Communications "Ethics in Internet"

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

S.N. Correll
Shannon Correll
Principal

ASmar.
Asmara Omar
School Board Chairperson

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