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Acceptable Use Policy – Computer and Internet

Rationale

Xavier College acknowledges that information communication technology, the internet are powerful tools for use in our core educational goal of preparing our students for life. As such, we seek to empower students to use these tools in a manner befitting the College's Catholic ethos and Salesian Charism. Xavier College expects technology to be used by the members of our learning community in a safe, responsible, respectful and ethical manner at all times.

For the purpose of this policy ICT refers to but is not limited to, the following:

- computers (desktop, laptops and tablets);
- storage devices including USB, portable hard drives, cameras (such as phones, video, digital webcams);
- all types of mobile/smart phones;
- video and audio players and receivers (such as portable CD and DVD players);
- gaming consoles;
- communication through all Social Media platforms;
- communication across the College (including email) and any other, similar technologies as they emerge;
- Forums and other learning management system communication tools.

Scope

This policy applies to all staff, students, parents/caregivers and volunteers and is supported by staff working within or for Xavier College.

Policy Statement

Xavier College is pleased to offer the use of Information Communication Technology (ICT) resources for both administrative and educational purposes. These resources enable streamlined forms of communication to take place between staff, students and parents and caregivers, creating digital learning environments where students can become innovative, resourceful and independent lifelong learners. At all times use of ICT must be in keeping with legal requirements and the ethos and policies of Xavier College.

The principles and responsibilities outlined in this policy cover the acceptable use of Xavier College's Information Communication Technology both on and off campus across (and not limited to) the following four domains:

- College Network, including local servers and cloud
- College hardware
- personal mobile technology
- cyber-safety

Responsibilities

All stakeholders (students, parents/caregivers, staff) will:

- behave respectfully, ethically and responsibly in all dealings with others;
- observe obligations regarding confidentiality and privacy;
- maintain a secure username and password, and ensure that they do not provide the password to anyone else;

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- not attempt to gain unauthorised access to anyone else's account or user information, or otherwise attempt to defeat any security controls (i.e. VPNs, proxy servers);
- not use another person's email account or other means of communication to send any communication in that other person's name (unless specifically authorised by that person);
- not take photos or video of members of the College community, without consent from the individual/s being photographed and only on a College approved device;
- ensure that they do not permit or facilitate unauthorised use of Xavier College's ICT facilities by anyone;
- promptly report any accidental or intentional, suspicious online activity or breach of this policy;
- not use ICT for the following purposes:
 - to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other)
 - to send, receive or store obscene, offensive or pornographic material
 - to discuss or comment on the physical appearance of other persons (whether they receive the message or not) to harass any person whether through language, frequency or size of messages
 - to injure the reputation of the College and or the Catholic Church in a manner that may cause embarrassment to the College or the Catholic Church
 - to offend the ethos and values of Catholic teachings
 - to spam, spoof or mass mail or to send or receive chain mail
 - to infringe the copyright or other intellectual property rights of another person
 - to perform any other unlawful or inappropriate act
 - report intentional access to the network through the use of another user's account.

The Students will:

- ensure their mobile technology (e.g. laptop) is fully charged before arriving at the College;
- use College hardware for school-related activities and research;
- treat College hardware carefully, and alert teachers of any problems.

The Parents and Caregivers will:

- support responsible and appropriate use of the College network and hardware;
- ensure their online communication with members of the College and wider community is both courteous and respectful, and in keeping with the Catholic ethos of the College;
- support their child's cybersafety at home and discuss the issue of online safety;
- ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.

The Staff will:

- 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;
- 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 school, 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;

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- 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;
- 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 Xavier;
- will ensure all copyright laws are adhered to;
- 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 House Directors will:

- treat parents and caregivers concerns sensitively and confidentially;
- be a role model for all members of the community by treating others with respect and compassion;
- ensure that the policy is implemented in a fair, responsible and consistent manner and that the set procedures are worked through in a timely manner;
- Provide opportunities for Year Level presentations associated with responsible use of all facets of ICTs which draw upon the Salesian Preventive System approach to educating young people;
- assist teachers and the members of the College Leadership Team with the facilitation of a successful
 resolution to any key concerns related to students inappropriate use of ICTs which has been brought to
 their attention.
- communicate any key concerns associated with students inappropriate use of ICTs with the College Leadership Team (especially when the matter may present a reputational risk to the College);

The College Leadership Team will:

- develop, monitor and review the policy in accordance with the legal requirements and the Church's teachings;
- allocate resources to facilitate ongoing training and support in ICT education and usage;
- be familiar with, understand and be committed to, implementing this policy;
- provide opportunities for members of the Xavier College 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 their delegate;
- ensure the College is compliant with all legal, regulatory and professional obligations in relation to the use of ICT facilities;
- take reasonable steps to protect the personal information that is held from misuse and unauthorised access;

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- ensure that the College maintains accurate records as necessary;
- Ensure that the College works within the guidelines of CESA;
- Ensure that the privacy of users is considered in the provision of personal information to external parties.

Breaches

Behaviour that breaches this policy will be taken seriously and may result in disciplinary action being taken. Depending on the infringement, serious consequences such as a sanction, suspension, expulsion or ban (access rights withdrawn) on using any of the College's digital technology platforms may occur. Cases of serious, deliberate and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Related Documents and References

- SACCS ICT Acceptable Use Policy (2018)
- SACCS Information Security Policy (2018)
- SACCS Social Media Policy (2016)
- SACCS Behaviour Education and Personal Responsibility Policy (2010)
- SACCS Cyber Crime Policy (2019)
- SACCS Policy for the Care, Wellbeing and Protection of Children & Young People (2011)
- SACCS Managing Allegations of Misconduct Guidelines (2019)
- CESA Pastoral Care Policy (2016)
- College Staff Handbook
- College Student Handbook
- <u>https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/social-media-services-safetycentres</u>

Revision Record

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