



## College Operation Guidelines

### Use of Information Communication Technology (ICT)

#### **Rationale**

Emmanuel Catholic College has high standards around the use of ICT for students and staff. The purpose of this document is to provide clear expectations of ICT use and guidelines to create good digital citizens.

#### **The Role of Students**

Students are responsible for their behaviour on the Emmanuel Catholic College computer network. The Student Digital Citizenship Expectations sets a basic standard of behaviour.

#### **Student Digital Citizenship Expectations**

##### Respect Yourself

- Show respect for myself through my online actions.
- Select online names that are appropriate.
- Consider the information and images that I post online.
- Consider what personal information about my life, experiences, experimentation, or relationships I post.
- Select a desktop image and laptop skin that reflects the values of the College.

##### Respect Others

- Show respect to others through my online actions.
- Not use electronic mediums to inflame, embarrass, bully, harass or stalk other people.
- Show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate.
- Not take images of others without their permission, nor share them.
- Not abuse my rights of access and I will not violate others' privacy.

##### Protect Yourself

- Not use Virtual Private Networks (VPNs), proxy services or other methods to bypass the College's internet filtering and security systems.
- Not connect personal hotspots, tethered devices or other unauthorised network services while on the College campus.
- Not interfere with, attempt to disrupt, or compromise the performance, security or availability of the College network.
- Not use software, applications or devices that adversely affect the operation of the College network or other users' access to digital resources.
- Ensure that the information, images and materials I post online will not put me at risk and meet any legal requirements.
- Not publish my personal details, contact details or a schedule of my activities.

- Not post images of myself or others in the Emmanuel uniform without permission from the College.
- Report any attacks or inappropriate behaviour directed at me.
- Protect passwords, accounts and resources.
- Not use message applications whilst on the Emmanuel network.

#### Protect Others

- Protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.
- Not create fake accounts and impersonate others.

#### Engage Yourself

- Be responsible for my learning and check SEQTA Direct Messages, College emails and Teams daily.
- Come to class prepared with my device fully charged.
- Be aware of assessment due dates on SEQTA and complete as required.
- Utilise my device to engage with purposeful learning.
- Connect only to approved College network services and follow directions provided by College staff regarding network use.
- Use College network resources responsibly and in a manner that supports learning and the safe operation of College systems.

#### **Devices**

Devices include; mobile phones, headphones, iPads, personal computers, digital cameras, smart watches and graphics calculators. Students will place items in their locker during the College Day, unless needed for educational purposes, under the direction of the teacher. Students will not make or receive calls or send text messages or access personal social media accounts during the school day.

The same applies for student use of devices whilst on camps, trips, excursions etc. Devices, especially Mobile phones should not be seen, heard or accessed without staff permission. Should there be a breach, possession of the device falls to the teacher's discretion.

#### **The Role of Parents and Caregivers**

Parents and Caregivers are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources at home. Emmanuel Catholic College expects that those standards will be in accordance with the school rules, this policy and other school policies.

Parents and Caregivers should:

- Encourage learning through the appropriate use of ICT.
- Monitor their child's use of the computer/internet at home.
- Be attentive to the content that their children and young people are generating, sharing or drawing to the attention of others.
- Discuss privacy, online safety and cyber bullying issues with their child/ren.
- Discuss the Digital Citizenship Agreement with their child.

**The Role of Staff**

Emmanuel Catholic College expects the staff will incorporate appropriate use of such information throughout the curriculum, and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum, while considering the varied instructional needs, learning styles, abilities and developmental levels of students.

Staff's own ICT use must be in line with the Code of Conduct and all associated policies and procedures at all times.

Often staff are required to capture student learning and achievement through electronic means. At all times students should be informed this is taking place prior to filming and photographing. Where a personal device, such as a phone is used, the relevant files should be forwarded to Marketing or stored appropriately in the College One Drive Files. They must be deleted from the personal device within 24 hrs.

**Misuse of College ICT**

The use of the Emmanuel network is a privilege, not a right, and inappropriate use will result in a temporary cancellation of these privileges. Additional disciplinary action may be added in line with existing practice on inappropriate behaviour, as outlined in the Emmanuel Catholic College Behaviour Management Procedure. Where the law is broken the College has a duty to inform relevant legal authorities. The use of College network is monitored by appropriate software.