



Information Communication Technology (ICT)

Acceptable Use Agreement

Terms and Conditions defined within this document are subject to review and change with notice.

Rationale

Information and Communication Technology (ICT) is largely employed in the College predominantly through a learning management platform, email and use of the Internet. The availability of such resources provides the opportunity for students to develop their full potential. ICT provides significant educational value, but it can also pose a risk of exposure to inappropriate and offensive material and personal safety if it is not used in an acceptable manner.

In accordance with the teachings of the Catholic Church, the practice of communication must be open, honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

Definitions

'Information and Communication Technology (ICT)' refers to all computer hardware, software, systems, data, digital communications and technology, including the Internet, email, and Social Media, e.g. Facebook and telecommunications devices, e.g. mobile phones in facilities that may be used or accessed from a College campus or connected to the College's communication network.

'Defamation' refers to the publication, declaration or broadcast of material that is capable of lowering a person's reputation in the estimation of others.

'Harassment, Discrimination and Bullying' refers to unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: 'Harassment, Discrimination and Bullying'.

'Social Media' refers to a group of Internet based applications that allow users to share information and create communities.

Principles

1. At Lumen Christi College, ICT is provided for educational purposes only.
2. Using ICT at Lumen Christi College is a privilege. This privilege may be removed if College Policies and rules regarding acceptable use are broken. Likewise, students using the College's ICT must not break State or Commonwealth laws.
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on College ICT and/or privately owned ICT being used on the College site, including emails, are the property of the College. As such, they are subject to monitoring by the College.
4. Students shall be made aware that access to ICT, inclusive but not limited to Internet and email, can expose them to inappropriate material or potential harm.
5. Students shall take personal responsibility when using the College's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the College's expectations and taking good care of all ICT equipment.

Procedures

1. Lumen Christi College is committed to ensuring all students are aware of standards for the use of ICT within the College environment. Consequently, unacceptable use shall not be tolerated under any circumstances and appropriate disciplinary action shall be taken against any student who breaches this policy.
2. Lumen Christi College shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this policy.
 - 2.1 Acceptable use shall include, but is not limited to:
 - Researching information relating to assignments.

- Gathering specific information about subjects/topics.
- The presentation of student work.
- Other teacher directed activities.

Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

2.2 Unacceptable use shall include, but is not limited to:

- Accessing networks without College authorisation.
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit or harassing materials, offensive or discriminatory materials or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the College.
- Communicating information concerning any password, identifying code or other confidential information, or violating the security of the system in any way.
- Interfering with or disrupting network users, services or equipment. Disruptions include, but are not limited to, distribution of any types of files, unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorised entry to any other machines accessible via the network.
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software.
- Conducting private business matters or using the system for any personal gain.
- Downloading, installing or running any software on shared computers without the permission of the College. This includes but is not limited to, games/movies and any other non-educational material.

2.3 Unlawful use shall include, but is not limited to:

- Defaming someone or an organisation.
- Infringing copyright laws, i.e. reproducing or adapting copyrighted material by downloading and further disseminating the material.
- Digital communications that could constitute sexual discrimination or sexual harassment.
- Digital communications that could constitute cyber bullying or harassment.
- Storing, accessing, displaying sexually offensive or explicit material.
- Making offensive or insulting statements based on the race, colour or nationality of a person.
- Undertaking activities which breach state and commonwealth laws.

2.4 Any audio or images (still or video) taken of students, staff, parents or anyone else on College property, or at College events, may contravene the privacy act, and for this reason students must obtain the permission of a staff member if they are to create, produce, communicate, store or access any image using an electronic/digital device, e.g. mobile phone, digital camera, laptop, tablet, etc.

3. Unacceptable and/or unlawful use of ICT systems constitutes a breach of College rules and may warrant disciplinary action which may include exclusion of the student in accordance with the College Behaviour Management Policy.
4. Unlawful and/or serious misuse of ICT may result in the College involving the Police or other Government agencies.
5. This ICT policy is available through the College's website www.lumen.wa.edu.au and it is the student's responsibility to be aware of the contents of the policy.

Monitoring of Internet and Email communications

All students and parents should be aware that at all times the College monitors and logs Internet communications for all Laptops and computers. Unacceptable behaviour during school hours is reported to the Head of House. Unacceptable behaviour out of school may be reported to parents.

The College restricts the ability for students to visit non-educational websites on Campus; and inappropriate websites on and off campus.

The College closely monitors all College supplied email for inappropriate content. Such content will be filtered and forwarded to the College ICT Network Manager, rather than the intended recipient. Students will be deemed to be in breach of the College Acceptable Use of ICT Policy if an investigation shows that any such email contravenes this policy.

Student Passwords

All students are issued with a unique password at the commencement of their time at the College. This password is for the individual student's use **only**. As such, the password should not be given to any other student at the College. Students are responsible for protecting their individual password.

Disclosing passwords leads to other students having access to an individual's email account as well as access and use of the individual's Internet allowance provided by the College.

Students who use another student's password will be deemed to be in breach of the College ICT Agreement.

If a student suspects their password security has been breached, the student should immediately report this occurrence to the ICT Help Desk. A new password will be issued and further misuse of the password will be monitored and dealt with as necessary.

Acceptable Use Agreement

Student Undertaking

I understand the conditions of the College Information Communication Technology (ICT) Acceptable Use Agreement and agree to abide by them.

I recognise that failure to observe the terms of the College Information Communication Technology (ICT) Acceptable Use Agreement may result in access to College ICT equipment and/or the Internet being restricted. I also understand that other disciplinary actions may be taken.

I understand by signing this Agreement that I agree to work within the Terms and Conditions of the Lumen Christi College Information Communication Technology (ICT) Acceptable Use Agreement.

Student's Full Name	<input type="text"/>		
Academic Year	<input type="text"/>	Homeroom	<input type="text"/>
Student Signature	<input type="text"/>		Date <input type="text"/>

Parent Undertaking

As the parent of the above student, I have read and understand the terms of Lumen Christi College Information Communication Technology (ICT) Acceptable Use Agreement.

I recognise that failure by my child to observe the terms of this Agreement may result in access to College ICT equipment and/or the Internet being restricted. I also understand that other disciplinary actions may be taken.

I will support the College in the implementation of the Lumen Christi College Information Communication Technology (ICT) Acceptable Use Agreement.

Parent Name	<input type="text"/>		
Parent Signature	<input type="text"/>		Date <input type="text"/>