



INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

Scope: This policy applies to all staff employed in Catholic Kindergartens, Schools and Colleges, conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

1. POLICY STATEMENT

Catholic Education Diocese of Rockhampton (CEDR) will maintain and enhance Information and Communication Technologies (ICT) to provide a safe and productive learning environment.

2. DESCRIPTION

CEDR is committed to supporting schools with the development of appropriate policies and procedural frameworks to assist with the ongoing development and implementation of ICT.

The continual development of ICT resources within schools supports teaching and learning delivery, user management, and school administration.

Safe practices and a safe environment will be provided for users accessing the network services such as the internet and electronic mail.

Accountability of users to the CEDR authority is essential to ensure the appropriate use of ICT.

3. IMPLEMENTATION ISSUES

1. All users will comply with CEDR's ICT Code of Practice and Code of Conduct.
2. All schools will maintain a current Technology Plan which is updated to reflect the annual budget, change in a school's needs as well as Catholic Education and government requirements.
3. Expenditure of funds on ICT capital resources must adhere to CEDR's guidelines.
4. Users will have access to appropriate applications including but not limited to:
 - a. virtual learning environment
 - b. internet and email
 - c. employee support services



- d. finance
 - e. student administration services
5. All users of ICT resources will do so in an ethical, legal, safe and responsible manner adhering to copyright and intellectual property rights.
6. All users of ICT should be mindful of appropriate protocols in the use of social media and be aware of their obligations.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Code of Conduct](#) v3 2020
- [Integrity in Relationships](#) 2019 (Brochure)
- [Student Protection](#) 2019 (Brochure)
- *Information and Communications Technologies Code of Practice – Staff* v6 2020
- *Information and Communications Technologies Code of Practice – Early Learning and Care to Year 2* v6 2020
- *Information and Communications Technologies Code of Practice – Student Primary Years 3-6* v6 2020
- *Information and Communications Technologies Code of Practice – Student Secondary Years 7-12* v6 2020
- *Closed Circuit Television (CCTV) in Schools Guidelines* v2 2017

RESOURCES

- [e-Safety Commissioner](#)