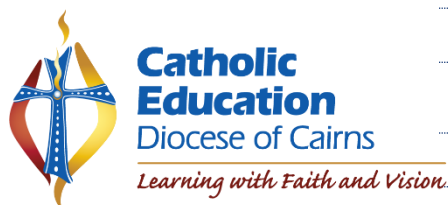


Policy



Policy no:	
Approval date:	BoG (180, May 2019)
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Next review date:	2024
Author:	MG&E

Students: Use of Information and Communication Technologies (ICTs) including social media

Purpose

This policy relates to the use of, and access to, Information and Communications Technologies (ICTs) and social media by students. This policy does not address all current and future uses of ICTs but outlines the general principles applicable to the appropriate use of ICTs. This policy also addresses social media interactions involving students which relate to the school including interactions between students and staff.

ICTs are defined as all computer hardware, software, systems and technology including the internet, email and social networking and telecommunications devices (eg mobile phones). Social media is defined as any form of online publication or presence that allows interactive communication, such as but not limited to: blogs, forums, discussion boards, chatrooms, Wikis, Twitter, Facebook, Instagram, Snapchat, web cam applications and YouTube.

ICT Supported Education Activities may include:

- Access to the internet for information relating to class work.
- Publishing work created by students, credited by students' first name only.
- Communication and collaboration with others, within the school, and organisations outside of the school (with approval from teachers).
- Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes including cloud computing (eg Google Apps for Education).

Policy

Catholic Education Services (CES), Diocese of Cairns encourages students to use digital tools for contemporary learning and to explore opportunities for learning in new ways.

All students will use Information and Communication Technologies (ICTs) lawfully, ethically and appropriately, during and beyond school hours. Social interactions online should mirror the standards required for off line interactions. Students are prohibited from using the school's ICT network in a manner that infringes copyright.

This policy will be operationally expressed through the Cairns Catholic Education Acceptable Use of Computer and Internet Resources Agreement (Attachment 1: Primary, Attachment 2: Secondary)

Rationale

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only.

The use of digital devices and points of access to email and Internet services is provided to students to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner.

Students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

1. Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Devices "BYOD") to access resources, communicate and interact with others.
2. Online behaviour should always demonstrate a Christ-centred respect for the dignity of self and others.
3. It is never acceptable to use digital devices to harass, bully or humiliate others.
4. It is never acceptable to disseminate or communicate offensive or intimidating material.

Consequences

It is the responsibility of school communities to ensure students are aware of the lawful, ethical and appropriate use of ICTs.

As a result of the implementation of this policy, all school communities will have a shared understanding of:

- the potential to increase learning outcomes using ICTs
- opportunities to collaborate via social media
- lawful, ethical and appropriate use of ICTs

Each student will abide by the Cairns Catholic Education Acceptable Use of Computer and Internet Resources Agreement (Attachments 1 & 2: Primary and Secondary) which will be signed by parents/guardians and the student as part of the enrolment agreement.

Action will be taken, and sanctions will be implemented, for students in breach of this policy. Students who repeatedly* engage in activities that infringe copyright may have their ICT access privileges suspended.

Note: All use of ICTs provided by Catholic Education may be monitored and audited under the provisions of the *Privacy Act 1988*. Such monitoring or auditing may identify files created by students or disclose sites visited by students. Private content stored on ICTs may be viewed by others within Catholic Education.

**The meaning of the term "repeatedly" will be left to the discretion of individual school Principal, who may take into consideration the following criteria:*

- *How many times, and over what period, the user has been found to be infringing;*
- *Any grounds to believe that the user was not aware that they were infringing copyright;*
- *In the case of infringement by a student user, whether the infringement arose from an activity that was related to school work;*
- *Whether or not material has actually been accessed through the school's ICT network, or whether there has been an attempt made to access infringing content that was subsequently blocked;*
- *The impact on a user of their ICT access privileges being suspended; for example, would it impact the users' ability to complete school work or to access learning materials.*
- *Any other factor deemed relevant by the Principal.*

Reflection

The following sites and publications provide guidance:

<http://www.digitalcitizenship.nsw.edu.au/>

<http://esafety.gov.au>

<http://au.reachout.com/cyberbullying>

<https://www.common sense media.org/blog/be-a-good-digital-citizen-tips-for-teens-and-parents>

<http://www.edutopia.org/blog/film-festival-digital-citizenship>

See also (Related Policies and Guidelines)

Relevant legislation

- *Copyright Act 1968*
- *Copyright Amendment (Digital Agenda) Act 2000*
- *Child Protection Act 1999 (QLD)*
- *Defamation Act 2005 (QLD)*
- *Privacy Act 1988*

CES/school/college policies and documents

- Acceptable Use of Computer and Internet Resources agreement
- Privacy Policy
- Code of Conduct
- Behaviour Management and/or Student Welfare