Information Communication Technology and Electronic Devices
Access and Use Policy

CONTEXT STATEMENT

Information communication technology is integral to teaching and learning at Samaritan College. This policy is designed to guide the College community in the appropriate and ethical use of information communication technology including;

- Access to College provided computer network systems and the Internet;
- Use of mobile phones and other portable electronic devices during school time and during other College supervised activities.

The use of mobile phones, MP3 players and other similar electronic devices at school can be disruptive to learning and poses risks of theft and may invade the rights of privacy and safety of individuals. Similarly, the use of mobile phones and other electronic devices at school may increase the risk to students of receiving unwanted/unsolicited bullying, pornographic or other offensive material.

As information communication technology is an evolving phenomenon, it is possible new and unforeseen information technology related situations may arise before the policy is reviewed. Under these circumstances, the intent of this policy should be applied to cover such situations.

UNDERLYING ASSUMPTIONS, PHILOSOPHY & RATIONALE

We at Samaritan College acknowledge:

- Communication and Entertainment technology is a useful and accepted part of everyday life;
- Access to and use of information communication technology resources is integral to the teaching and learning process;
- Respect for and care of these resources is essential to ensure systems security and integrity as well as availability for use by staff and students;
- Students need to develop skills in the appropriate use of technology to assist independent learning;
- Personal audio and entertainment equipment can discourage effective learning, socialising and verbal communication in school and on camps and excursions;
- In the interest of justice and equity for all families students should not be disadvantaged if there is no access to information communication technology at home. All students should have access to appropriate technology resources to assist their learning;
- Developing skills in information communication technology can assist students to research, communicate and become critically aware of their world;
- Mobile phones invite the indiscretions of text/video message relaying, interruptive phone calls and inappropriate communication during school hours;
- Having expensive or coveted property at school increases the risk of theft;
- Students are provided with opportunities to critically evaluate the ethical implications of technology use from a Christian perspective.

PURPOSES / AIMS

Samaritan College Information Communication Technology and Electronic Devices Access and Use Policy will:

- Clarify College expectations concerning personal belongings permitted for use during school hours;
- Protect students from the risks associated with damage to, or theft of such property;
- Assist members of the College community to use the College's information communication technology in a safe, responsible and ethical manner;
- Protect students from the risk associated with unwanted and/or unsolicited attention or electronic material;
- Assist in the protection of the information communication technology facilities, resources and materials with reference to software, staff programs and student work;
- Promote positive communication in a social setting;
- Discourage inappropriate messaging or contact between students;
- Discourage inappropriate external communication from outside the College;
- Clarify expectations for all users of information communication technology at the College.

GUIDELINES & PROCEDURE

In support of this policy Samaritan College will:

- Provide staff with Guidelines covering *Using WEB 2.0 Tools* and Information around *Communicating with Parents*.
- Provide students and parents with a *Student Acceptable Use Agreement* form;
- Provide opportunities for staff and students to discuss and clarify the implications of these guidelines;
- Ensure that students have a lockable locker, or are aware of safekeeping procedures for the care of such property;
- Follow up any breaches of the guidelines in a prompt, fair and consistent manner, in keeping with the College's Behaviour Education Personal Responsibility Policy and College procedures;
- Establish and maintain procedures to ensure staff and students have fair and equitable access to information communication technology.

The Co Principals will:

- Be responsible for the overall implementation of the *Student Acceptable Use Agreement* form, guidelines *Using Web 2.0 Tools* and Information around *Communicating with Parents*;
- Ensure the documents are regularly reviewed;
- Lead staff in developing opportunities for curriculum development in the safe use of technology;
- Ensure any breaches in the use of information communication technology are appropriately investigated and handled;
- Refer unlawful breaches of privacy related and/or pornographic/indecent material to an appropriate authority, which includes the police;
- Liaise with the Computing Systems Administrator, Technician and other persons as appropriate to ensure the procedures in use are up-to-date and in keeping with the College's vision statement;
- Be responsible for the update of hardware for maximising network and information communication technology potential;
- Provide professional development opportunities for updating knowledge and skills in information communication technology;
- Ensure equitable access for all students.

The Staff will:

- Ensure that all students understand and are following the guidelines in relation to use of Information Communication Technology and electronic devices;
- Ensure information communication technology is an integral part of their curriculum area;
- Endeavour to update their information communication technology knowledge and skills;
- Direct students to secure their valuable possessions within their lockable locker or follow safe keeping procedures;
- Provide input into College guidelines on information communication technology and ensure all students understand and are following the *Student Acceptable Use Agreement Form*;
- Follow the guidelines for staff on information communication technology use, as stipulated in the Online Staff Handbook;
- Acknowledge that information communication technology is one of many information resources available;
- Identify and respond to individual student learning needs;
- Provide opportunities for students to critically evaluate from a Catholic perspective the inappropriate or misuse of information communication technology;
- Ensure that they have appropriate permissions to store files on the college network;
- Take action when a breach to this policy arises by directing students to surrender their mobile phone, communication or electronic entertainment device to nominated staff on site in accordance with the established procedures concerning its confiscation;
- Report to appropriate College authorities and parents any repeated or serious breaches of this policy or the guidelines
- Model expected behaviour of students regards Non-work related use of mobile telephones, electronic communication and entertainment devices during school hours;
- Communicate expectations of how devices will be used in curriculum.

The Students will:

- Be responsible for following the conditions outlined in the *Student Acceptable Use Agreement Form* and sign to this effect;
- Comply with reasonable requests regarding the surrendering of their devices when deemed to be used in an inappropriate manner;
- Report any incidences of breaches of the guidelines or system problems to a relevant staff member;
- Identify their own learning needs and endeavour to develop their knowledge skills in the use of Information Communication Technology;
- Seek permission if an alternative arrangement needs to be made to meet an individual or specific need;
- Ensure that they have appropriate permissions to store files on the college network;
- Ensure that any electronic interaction with other students is at all times appropriate and does not constitute bullying or harassment;
- Report any unwanted/unsolicited material received during school hours to the Deputy Principal;
- Report any inappropriate or misuse of information communication technology;
- Ensure contact with any person outside the school environment is made through the front office during regular school hours.

The Parents/Caregivers will:

- Undertake to support the College policy by ensuring their child is following the guidelines where possible;
- Provide input into the College's guidelines on Information Communication Technology use as required;
- Read and discuss the *Student Acceptable Use Agreement* form with their child(ren) and sign to this effect;
- Monitor their child's information communications technology usage at home;
- Advise the school of any inappropriate or misuse of information communication technology;
- Ensure communication with their child(ren) is made through the front office of each campus during regular school hours and not directly with the child.

The College Board will:

- Support the implementation of the Information Communication Technology and Electronic Devices Access and Use policy;
- Participate in the development, implementation and review of this policy.

BASES OF DISCRETION

At the discretion of the Co Principals, students may be granted alternative or extended arrangements for access to information communication technology (e.g. extended borrowing of laptop computers) or denied access to these resources for a period of time if the conditions of use have been breached.

SUPPORTING DOCUMENTS

- Samaritan College Vision Statement
- Samaritan College Student Acceptable Use Agreement Form
- Samaritan College Behaviour Education Personal Responsibility Policy
- Samaritan College Referencing and Documentation Policy
- Samaritan College Social Media Policy
- BYOD information
- Samaritan College Student Diary
- Samaritan College Online Staff Handbook
- Samaritan College Newsletter and Website
- Enhancing online Safety for Children Act 2015

ADMINISTRATION

This policy will be reviewed annually by the College, unless otherwise required.

Review Date: September   2019