INFORMATION LEARNING TECHNOLOGY
ACCEPTABLE USE BY STUDENTS

SOURCES OF AUTHORITY			
CECWA Policy	Community		
Executive Directive	Code of Conduct Privacy		
Effective Date	May 29 2024	**Next Review**	2025

RATIONALE

Information and Communication Technology (ICT) is utilised at St John Bosco College for learning, teaching and administration. The availability of such resources provides the opportunity to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation. St John Bosco College have developed College guidelines for using electronic media to protect students and the College from harm. All students must agree to & follow the College Guidelines.

Please note this document is to be read in conjunction with the CEWA Policy – Community and the Executive Directives – Code of Conduct and Privacy

School-based guidelines are not variations to Catholic Education Western Australia (CEWA) Executive Directives. They enact contextual decisions; they have the legal obligation of CEWA policy for people acting under the authority of the Principal. Guidelines are used when there are multiple ways of correctly delivering on a task and there is a need to taking in environment, situational awareness, and discretion into account in deciding the appropriate course of action.

PURPOSE

This document serves to provide guidance to students and parents/guardians on the acceptable use and the obligations of using Information Learning Technology (ILT) at St John Bosco College (SJBC).

SCOPE

These guidelines apply to:

- Students and parents/guardians.
- Any use of SJBC ILT, whether or not during school hours, on school premises or through the use of privately owned devices.

DEFINITIONS

Information and Learning Technology (ILT) includes all information technology systems, hardware, software, network, communication platforms and devices.

GUIDELINES

ILT is provided to students as a tool to support learning and must be used in accordance with the guidelines detailed in this document.

ACCEPTABLE USE OF ILT

Includes all tasks performed using ILT that genuinely contribute and support the educational process of SJBC.

UNACCEPTABLE USE OF ILT

- Unacceptable use of ILT constitutes a breach of SJBC rules and may result in the withdrawal of student access and the application of other sanctions. Unacceptable use includes, but is not limited to:
- Transmitting or deliberately accessing, creating, or receiving material that is inappropriate, abusive, or offensive. Inappropriate, abusive, or offensive material includes, but is not limited to threatening, sexually explicit, defamatory, discriminatory, or emotionally harmful material.
- Disclosing or communicating passwords, identifying codes or other confidential information without permission.
- Interfering with or disrupting staff, students, or community members by intentionally damaging ILT, the propagation of viruses and spam, and attempting unauthorised entry to any ILT.
- Using a Virtual Private Network (VPN) or personal hotspot to bypass SJBC systems.
- Removing SJBC management tools, security software or deliberately changing device settings required for connection to SJBC systems.
- Transmitting or deliberately accessing, creating, or receiving photographs or recordings of a staff, student, or community member without consent.
- Using ILT for political purposes, to conduct private business for commercial gain or to promote material unrelated to SJBC.
- Using ILT to download, stream or play games, music, videos, software, or apps which are not approved by SJBC and are not for curriculum related purposes.
- Using ILT to access chat, SMS, or messaging sites that are not approved by SJBC and are not for curriculum related purposes.

UNLAWFUL USE OF ILT

- In addition to possible sanctions placed for unacceptable use, unlawful use of ILT may result in SJBC involving other government agencies. Unlawful use includes, but is not limited to:
- Defaming a person or organisation in an electronic communication, web page or through social media.
- Breaching copyright laws, including software copyright, or other intellectual property laws.
- Digital communication that could constitute fraud, discrimination, harassment, or bullying.
- Storing, accessing, displaying, or creating sexually offensive material.

PARENT/GUARDIAN

Parents/guardians must be informed and understand their obligations relating to the use of ILT by students and are requested to assist in facilitating its implementation. Obligations include, but are not limited to:

Insuring privately owned devices against loss or damage.

Acknowledge that liability for damage caused to a privately owned device either on or off College property is the sole responsibility of the parent/guardian and/or student.

Acknowledge that the primary purpose of the privately owned device is to support student education and as such, the installation, configuration, and support of SJBC approved software and required device settings must take priority over privately owned applications and customisations.

When required, allow ILT support unrestricted access to privately owned devices for the purposes of management, troubleshooting and repair. ILT support may remove content required to facilitate maintenance or repair of the device if deemed necessary.

CYBERSAFETY

While every reasonable effort is made to prevent student exposure to inappropriate content when using online services, it is not possible to eliminate the risk of such exposure. SJBC cannot filter internet content or social media accessed by a student when not connected to the SJBC network. To assist is keeping students safe online, parents/guardians are encouraged to install parental controls on devices and monitor internet activity.

The eSafety website (https://www.esafety.gov.au/parents) is an excellent resource for parents/ guardians who would like to learn more about CyberSafety. The site is easy to understand and provides a range of practical tips on keeping students safe online.