



**ST BRIGID'S  
COLLEGE**

**INFORMATION AND COMMUNICATION TECHNOLOGY USE**

**(STAFF AND STUDENTS)**

**Created: Jul 2009  
Last reviewed: Aug 2016  
Due for review: July 2017**

**RATIONALE**

Information and Communication Technology (ICT) has been introduced into St Brigid's College over recent years allowing access to email, internet and other telecommunication devices. The availability of such resources provides the opportunity for St Brigid's College to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety.

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

**DEFINITIONS**

**Information and Communication Technology (ICT)** - all computer hardware, software, systems and technology, including but not limited to, the internet, email, social networking sites (SNS) and telecommunication devices accessed from the St Brigid's College site or connected to the St Brigid's College communication network.

**Blogs/Blogging** - shared on-line journal where people post entries about their personal and professional experiences.

**Social Networking Sites (SNS)** - Web sites that provide a virtual community for people with a common interest or just to "hang out" together. Members create their own online "profile" with personal details or other information they choose to post. They communicate with each other by voice, chat, instant message, videoconference, blogs or image sharing (examples include Facebook, Twitter, Snapchat, and Instagram).

**Cyber Bullying/harassment** – bullying and harassment using electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. Cyber bullying is wilful and involves recurring or repeated harm inflicted through the medium of electronic text.

**PRINCIPLES**

1. ICT use reflects the teachings and educational goals of St Brigid's College. Access to ICT shall be balanced with all elements of the school curriculum.
2. Staff and students shall have appropriate access to ICT.
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed by staff on St Brigid's College ICT are the property of the College.
4. All written, graphic, audio and other materials created, produced, communicated, stored or accessed by staff and students on St Brigid's College ICT are subject to monitoring by St Brigid's College.
5. Access to ICT is provided to staff and students as a privilege. Therefore, staff and students have a responsibility to use it in accordance with the expectations of St Brigid's College as set out in this policy.
6. The use of ICT by students reflects the developmental stages of students.
7. The use of St Brigid's College ICT, including the internet and email, by staff and students, shall not: be contrary to relevant state and commonwealth laws, be a breach of College rules or policy, or otherwise be inappropriate or offensive (as outlined at Procedure 2 of this policy).
8. As parents are the prime educators of their child, St Brigid's College encourages them to assist in facilitating implementation of this policy.

## PROCEDURES

1. St Brigid's College has developed, publicises, implements, enforces and reviews a policy on ICT use by staff & students.
2. The following identifies acceptable, unacceptable and unlawful use of ICT by St Brigid's College staff & students.
  - 2.1 Acceptable use may include but is not limited to:
    - Facilitating, gathering and disseminating appropriate information for educational or related purposes
    - Encouraging collaborative projects and resource sharing
    - Assisting technology transfer
    - Fostering innovation
    - Building broader infrastructure in support of education and research
    - Fostering professional development & learning
    - Undertaking administrative and/ or research functions
    - Any other tasks that are for educational or related purposes or support and promote the College and its ideals.
  - 2.2 Unacceptable use would include but is not limited to:
    - Damaging computing equipment
    - Accessing networks and/or devices without proper authorisation
    - Transmitting or deliberately accessing and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to: threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful either physically or emotionally, including bullying or harassment within and outside the College
    - Unauthorised disclosure or communication of information concerning any password, identifying code or other confidential information without permission
    - Interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, unsolicited advertising, intentional propagation of viruses in any form, and using the network to make unauthorised entry to any other machine or proxy accessible via the College's network (ie "hacking")
    - Breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property
    - Conducting private business for commercial gain or promotional material unrelated to a staff or students role at St Brigid's College using the College's ICT.
  - 2.3. Unlawful behaviour may include but is not limited to
    - Defamation of someone or an organisation in an email or webpage sent or produced using St Brigid's College ICT
    - Infringement of copyright laws, i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material
    - Sending emails that could constitute sexual discrimination or sexual harassment
    - Sending emails that could constitute cyber bullying
    - Displaying, storing or accessing sexually offensive material on the College's ICT
    - Sending emails which are discriminatory on the basis of, for example, race, sex, gender, disability or age
    - Undertaking activities which breach state and commonwealth legislation.
3. Personal use, which does not constitute 'acceptable use' in accordance with the provisions of procedure 2 and is purely personal in nature should be limited.
4. Unacceptable or unlawful use of ICT may constitute misconduct and/or serious misconduct and may result in termination of a staff member's employment contract or a student's enrolment at the College.
5. Emails are subject to the records management processes of the College. From time to time, the College administration shall remind staff & students, in writing, that emails will be monitored.
6. St Brigid's College shall also remind staff that any communication by email of an official nature, particularly to persons outside of the College, must be included in the school's records.
7. The CathEdNet Handbook on the use of the ICT is used as the guidelines for ICT use at St Brigid's College.