



Digital Acceptable Use - Student Policy (Years 4 -12)

Kearnan College

Date: 2022

Review Date: 2024

Please note: this form must be signed and returned before a student will be given access to the College's Information and Communication Technology.

In order to ensure that students understand this policy, parents are requested to guide their children through it. To support with this, the College has published a Policy Snapshot on the College website. This document will help families understand the rationale behind the College's Digital Acceptable Use Policy.

Rationale

Information and Communication Technology (ICT) has been introduced into schools predominantly through email and the Internet. The availability of such resources provides the opportunity for schools 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)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices and facilities that may be used or accessed from a school campus or connected to a school's communication network. It also includes College-owned devices which may be used to access a private network for educational reasons.

Principles

1. At Kearnan College ICT is provided for educational purposes only.
2. Using ICT at Kearnan College is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws are an attachment to this Policy and form part of this Policy).
3. The school and all staff reserve the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on any ICT by students.
4. Students shall be made aware that access to ICT and in particular email and the Internet can expose them to inappropriate material or potential harm.
5. Students shall take personal responsibility when using the school's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.
6. Students shall take personal responsibility when using the school's ICT devices by protecting and ensuring all equipment is treated with respect.

Procedures

1. Kearnan College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy.
2. Kearnan College shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this policy.

Acceptable use includes:

- researching information relating to assignments;
- gathering specific information about subjects/topics;
- emailing a teacher or friend for assistance with school related work; and,
- other teacher directed activities
- Promptly communicating with a College staff member if there is a problem with any ICT equipment.

Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

2.1. Unacceptable Use:

2.1.1. Unacceptable use includes but is not limited to:

- accessing the network without school authorisation;
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school;
- communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, "Jail Breaking" devices and using the network to make unauthorised entry to any other machine accessible via your network;
- plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
- conducting private business matters or use the system for any personal gain; and,
- downloading and/or installing software programs (eg .exe files), apps, videos, music, picture galleries, copying music CD's, screen savers and games etc without the permission of the school.
- inviting or accepting a College staff member to be a 'friend' on social networking sites (such as Facebook or Myspace) or other learning management systems not managed by the College.
- Misuse of graphics displayed on the College's electronic communication systems.
- Use of online chat forums without teacher permission.
- Posting or sharing photographs via social media which include students in College uniform. This includes images of students who are involved in a school event but not wearing a College uniform.

2.2.2 It is unlawful to send electronic messages, such as emails, which:

- defame someone or an organisation;
- infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;
- contain statements which could constitute sexual discrimination or sexual harassment;
- display sexually offensive or explicit material;

- contain offensive or insulting statements based on the race, colour or nationality of a person; and,
- undertake activities that breach State and Commonwealth laws.

2.3 Mobile Devices: Mobile devices include such devices as iPads, College-owned HP laptops, and mobile telephones.

- Students are required to use College-owned mobile electronic devices for educational purposes.
- Students' personal mobile telephones must be kept in their **locked** locker during the day.
- Students who bring devices to school should place them in their **locked** locker during the day, unless it is being used for educational purposes.
- Students from Year 7 (inclusive) are permitted to take their College-owned device home to assist as an educational tool. This Digital Acceptable Use Policy also extends to when students access their home network with their College-owned device.
- When their College-owned device is being used at home parents, as the primary educators, will monitor usage.
- Students must not create ad-hoc 'Hotspots' from their own mobile devices while at school.
- Mobile electronic devices are not to be used out of designated learning areas at the College during recess or lunchtime.
- When used in a classroom, students are required to keep their electronic device inaudible unless directed by a teacher.
- Portable music devices are not to be used during the school day (from 8.15am until 3.15pm) unless directed by a teacher. It is also not appropriate to use websites such as YouTube to live-stream music.
- No calls or text messages are to be made or taken during school hours. Emergency calls by parents are to be directed through the College Office.
- The College will not be responsible for the loss, misuse or damage of privately owned electronic devices, or any other valuables. These items will be confiscated if the guidelines listed above are not followed. A parent or the guardian will be required to collect them from the Head of School concerned. Other sanctions may be imposed if there is a recurrence of the issue.
- Any College-owned mobile device must be treated with the utmost care and respect at all times. Any damage must be reported to the Head of School immediately. **If it is found that damage has been inflicted through inappropriate use, charges will apply.**
- Unacceptable and/or unlawful use of ICT systems constitutes a breach of school rules and may warrant disciplinary action.
- This policy is available on our website at <http://www.kearnan.wa.edu.au>. It is the students' responsibility to be aware of its contents.

EMAIL AND STORAGE MONITORING

All students and parents should be aware that Kearnan College monitors all student email. Kearnan College also monitors content stored inside the Microsoft 365 platform. All students in Catholic schools in Western Australia are subjected to this filtering.

The filtering system automatically detects inappropriate email and forwards these to the College IT Manager instead as well as the intended recipient. Students will have privileges removed as stated above if this is in breach of the College acceptable use policy.

STUDENT PASSWORDS

All students are issued with a unique password at the commencement of the academic year. These passwords are for the individual student's use ONLY and as such they should not be given to any other student at the College. Students are responsible for protecting their individual password.

Your username and password gives you access to:

- The Kearnan College network
- SEQTA
- CEWA's Microsoft 365 platform.

Students who use another student's password will be deemed to be in breach of the College acceptable use policy.

If a student suspects their password security has been breached the student should immediately report this occurrence to the IT Manager. A new password will be issued and further misuse of the password will be monitored and dealt with as necessary.

LEGAL IMPLICATIONS

Users are advised that the inappropriate use of electronic information can be a violation of local, state and federal laws. Please make yourself aware of the statutes that are applicable to your use of the College ICT facilities.

REFERENCES

IMPORTANT STATUTES THAT ARE APPLICABLE TO STUDENTS':

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

1. Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
2. Sexual harassment and racial harassment in the workplace and in educational institutions, and
3. Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

Responsibility

Staff Affected	All Staff
Monitoring Staff	All Staff
Information Contact	Principal



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I agree to abide by the College's Digital Acceptable Use Policy. I understand that failure to abide by this policy may lead to my ICT access being suspended or withdrawn.

Student Full Name: _____

School Year: _____

Student Signature: _____

Parent Full Name: _____

Parent Signature: _____

** Please return only this signed page and retain the policy for future reference.