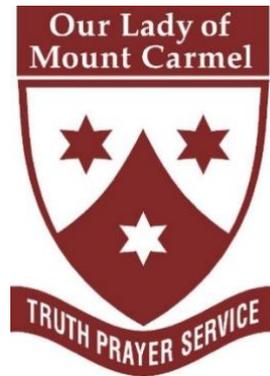# Our Lady of Mount Carmel School

Information and Communication Technology Use by Students Policy

2-B8

RATIONALE

Information and Communication Technology (ICT) has been introduced into the College predominantly through email and the Internet. The availability of such resources provides the opportunity for the 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.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

PRINCIPLES

1. The OLMC ICT is provided for educational purposes only.

2. Using OLMC ICT 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 is an attachment to this policy and forms part of this policy).

3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.

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.

SCHOOL PROCEDURES

1. OLMC is committed to ensuring that 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. OLMC shall identify acceptable and unacceptable use of email and internet systems and is committed to regularly updating this policy.

3. **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; other teacher-directed activities.

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

5. **Unacceptable Use** includes, but is not limited to: accessing networks without the School authorization; 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, 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 using the system for any personal gain; downloading and/or installing software programs (e.g. .exe files), videos, music, picture galleries, greeting cards, screen savers and games, etc. without the permission of the school administrator.

6. **It is unlawful to send 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; undertake activities which breach State and Federal laws.

7. 3. Unacceptable and/or unlawful use of ICT systems constitute a breach of the School rules and may warrant disciplinary action.

8. 4. This policy is available on the OLMC website and it is the student's responsibility to be aware of its contents.