



## LOYOLA COLLEGE

### ACCEPTABLE ICT USE BY STUDENTS POLICY

<b>Intended audience</b>	Loyola College Community
<b>Author</b>	ICT Committee
<b>Ratified</b>	By College Board ~ Semester 1 2015
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#### **PREAMBLE**

Loyola College is committed to promoting and developing student learning and achievement by providing appropriate and relevant information and communication technologies. It is also an aim of the College to develop student skills in the responsible, appropriate and discriminating use of the Internet and ICT equipment, both within and beyond of the classroom.

#### **DEFINITIONS**

##### **ICT Network Infrastructure**

ICT Network Infrastructure is defined as the collection of interconnected and integrated communication technologies that together make possible all the ICT Services provided by Loyola College. These communication technologies comprise hardware devices, software applications, electronic services, physical and virtual environments, as well as wired and wireless connections.

##### **ICT Services**

ICT Services is defined as all services available at Loyola College that are provisioned electronically. These services include but are not limited to ICT Network Infrastructure access, information repositories such as personal and public document libraries, information services such as email, software applications, the Internet, the Loyola College Learning Management System and Intranet, as well as physical services such as interactive whiteboards, projection systems, printing and computing.

##### **ICT Equipment**

ICT Equipment is defined as any physical device capable of connecting to the Loyola College ICT Network Infrastructure, whether owned by the College or by a member of the Loyola College Community.

##### **College Resources**

College Resources is defined as any element of Loyola College's ICT Network Infrastructure, ICT Services and ICT Equipment, as well as any curriculum material, electronic or physical, used in teaching the knowledge and skills necessary to achieve student learning.

##### **Personal Digital Device (PDD)**

A Personal Digital Device is defined as any hand held or portable piece of ICT Equipment having the capacity of one or more of the following ~ electronic recording and/or playback of audio or video, electronic communication, Internet access, electronic gaming and the ability to run applications. Such devices may include but are not limited to personal notebook computers of any size, tablets, slates, iPads, cellular phones and other handheld communication devices, music players such as iPods as well as games consoles.

## **Bring Your Own Device (BYOD)**

A Bring Your Own Device is defined as a Personal Digital Device which is not owned by the College and which may be used for College-sanctioned purposes, as a necessary piece of ICT Equipment for learning and teaching or school related purposes.

## **GUIDING PRINCIPLES**

The use of and communication with any element of ICT Network Infrastructure within the College should not undermine or contradict the fundamental values and ethos of Loyola College. All users are required to sign the Acceptable ICT Use Agreement before they will be permitted to use any ICT Equipment or access ICT Services.

## **POLICY GUIDELINES**

### **Authorised Access**

All users at Loyola College will be issued with a username and password that will provide access to the College ICT Network. These credentials are not to be given to another individual and at no stage should an individual gain access to the ICT Network Infrastructure using another individual's credentials.

### **Storage of Work**

All users are allocated space on the ICT Network Infrastructure to save their work files and folders. This content is regularly backed up by the ICT Department for recovery and security purposes. However, it is the responsibility of the individual to make his or her own backup copies for any work created locally on a piece of ICT Equipment.

### **Use of ICT Services**

The various ICT Services provisioned by Loyola College are primarily for research, teaching and learning purposes. Access to ICT Services is a privilege and these resources should therefore be used responsibly and with respect.

**Email** ~ Electronic mail is a valuable tool for communication both within the College network and the Internet and must be used appropriately. Individuals are encouraged to exercise great care and courtesy when creating email messages. Since users are given free email accounts by the College no other email accounts may be used at the College.

**Internet** ~ The Internet is an unsupervised environment and staff members and students must exercise appropriate guidance and discernment when using this tool. It is the responsibility of users to ensure that their behaviour does not breach College policies, rules or requirements, or state or federal legislation.

Individuals accessing the Internet, despite the presence of filtering software that may limit access to certain sites, may encounter inappropriate material or be in contact with undesirable individuals when communicating. The College is acutely aware of the potential difficulties however it believes that the benefits far outweigh the potential problems.

**Social Networking** ~ Social networking technologies are an integral part of the contemporary learning toolkit, and are available in modern learning management systems such as the one used at Loyola College. Users of this technology are expected to use appropriate care and respect when interacting with others.

External social networking sites are commonly used for both professional and personal pursuits. However:

- Staff members and students must not communicate using these sites, unless those interactions have been pre-approved by parents and guardians
- Staff members, students, parents and guardians must not make any reference to Loyola College, or otherwise identify Loyola College, when using these technologies
- If staff members, students, parents and guardians are posting comments and they disclose that they are members of Loyola College, or if they are otherwise identifiable as members of Loyola College, they must make clear that their posts are not the official position of the College
- Staff members, students, parents and guardians must not present information or material that would be viewed as bringing the College into disrepute as this would be considered a serious breach of College Policy.

**Inappropriate content and applications** ~ The College's ICT Network Infrastructure must not be used for the access, dissemination or storage of unauthorised, inappropriate or illegal content or applications.

### **Use of ICT Equipment**

**Computers** ~ All College-issued ICT computing devices will display the Loyola College software image. Loyola College licenses these products for educational use and as such they must be used for schoolwork only. Under no circumstances may a staff member with a College-issued device be permitted to remove or add software to the device without prior authorisation from the ICT Manager. Any software modifications may only be conducted by the ICT Department. Users must not intentionally or carelessly damage or deface College ICT Equipment.

Loyola College reserves the right to monitor user access to and use of the ICT Network Infrastructure, restrict access to content and delete content if necessary. The College may at any time exercise its authority to impound and, if necessary, reimage any College owned device. Surveillance cameras have been fitted in computer laboratories and classrooms that contain computer equipment. The misuse or damage of equipment will be addressed and the cost of repairs to any damage incurred may be passed on to the user depending on the circumstances. Where an insurance claim is to be made, the excess will be borne by the user.

**Audio-Visual Equipment** ~ Users of College audio-visual equipment are expected to operate this equipment with the same care away from College as they do while at the College.

**Personal Digital Devices (PDD)** ~ As a learning and teaching tool, PDD have a range of capabilities that lend themselves to being suitable platforms for applications of pedagogical value to teachers and students. College-owned PDD remain the property of the College at all times. It is expected that users will take all reasonable measures to operate this equipment with care.

In the event of a College-owned PDD or related accessory becoming lost, stolen or damaged, the expectation is upon the user to inform the ICT Department of the missing article as soon as possible. Procedures will be activated in order to locate and if necessary and applicable, remotely deactivate the PDD. In the event that the user is found to be responsible for the damage or loss of the College-owned PDD or accessory, all costs associated with replacing or repairing the College-owned PDD or accessory will be covered by the user. The determination of user's liability will be at the discretion of the Principal.

**Bring Your Own Device (BYOD)** ~ There may be circumstances where the use of BYOD is appropriate. However the use of BYOD is expected to be in accordance with this Policy.

### **RELEVANT DOCUMENTS**

This Policy is informed and supported by the following documents:

Loyola College Social Media Policy

Australian Acts of Parliament

- Australian Human Rights and Equal Opportunity Commission Act 1986
- Australian Racial Hatred Act 1975, and Amendment Act 1980
- Disability Discrimination and Other Human Rights Legislation Amendment Act 2009
- Human Rights (Sexual Conduct) Act 1994
- Privacy Act 1988, and Amendment Act 1990, 2000, 2004, 2012
- Spam Act 2003

Victorian Acts of Parliament

- Charter of Human Rights and Responsibilities Act 2006
- The Child Wellbeing and Safety Act 2005
- Equal Opportunity Act 2010
- Commission for Children and Young People Act 2012
- Racial and Religious Tolerance Act 2001

## APPENDIX 1



### PROCEDURES RELATING TO STUDENT USE

#### STORAGE OF WORK

At the conclusion of each academic year, student folders will be emptied in preparation for the following academic year, and students who leave the College during the year will have their work deleted. It is the responsibility of all students to create a backup copy of their work on their own storage media if they wish to keep their work beyond the academic year.

#### EMAIL ETIQUETTE

Students are provided with free email accounts by the College and consequently no other email accounts may be used on the ICT Network Infrastructure. Students must use their College email account to communicate about school-related matters in a respectful manner. The following are guidelines for basic email etiquette within the Loyola College Community. Students should:

- Always begin with a greeting, for example ~ Dear ....., Hi ....., Good morning .....
- Keep messages short and to the point, but remember tone and manner are not always obvious
- Keep the distribution list to a minimum
- Use the subject line and make it as meaningful as possible
- Read unopened emails regularly and delete messages that not required
- Use emails to provide or seek information, particularly if this saves time in face-to-face meetings
- Not use email as a forum for negative discussion
- Treat email correspondence in the same way as any other correspondence that is as a permanent written record which may be read by persons other than the addressee and which could result in liability to the College or the individual
- Ensure that all emails that are sent from a College email address contain the College's standard disclaimer message, which reads as follows ~ *The contents of this email are confidential. Any unauthorised use of the contents is expressly prohibited. If you have received this email in error, please advise by telephone immediately and then delete/destroy the email and any printed copies.*
- Not include information that is contrary to the ethos and values of the College
- Immediately notify the ICT Manager if he or she receives a suspicious or inappropriate email. The offending email must not be deleted from the in-box until the ICT Manager indicates it is safe to do so, as access to the content of the email may be required by law enforcement agencies. If unsure of any mail messages, do not open the message and seek assistance from the ICT Manager.

#### SOCIAL NETWORKING

Students may interact with staff members for educational purposes using on-premise social networking technologies such as the Loyola College Learning Management System. However, in the event that College-sanctioned student-teacher interactions on external social networking sites is required, parent and guardian permission will be sought prior to the interaction taking place.

## **INAPPROPRIATE CONTENT AND APPLICATIONS**

The following content or applications must not be accessed, disseminated or stored:

- Obscene or extremely violent materials, images, audio or text
- Material that is discriminatory, pornographic, sexually explicit, offensive or insulting to any other individual
- Any material that is defamatory or brings Loyola College, its staff members or students into disrepute
- Emails that contain inappropriate language
- 'Spamming' or sending unsolicited electronic messages
- Sending chain letters or emails that encourage or prompt others to forward the email
- Any activity that is not for educational purposes and which does not have the prior approval of a staff member, including but not limited to:
  - Social Networking activities e.g. Facebook, Instagram, Twitter or Skype
  - Accessing SMS, MMS or MSN or other chat services
  - You Tube or other video transmission media
- Unauthorised copying or distribution of any copyright protected material, including software, documentation or images. Inappropriate use may constitute plagiarism or theft.
- Games with the exception of those created for teaching and learning purposes
- All forms of malware, including but not limited to viruses, Trojans, spyware, key loggers, spam, worms and Denial of Service (DOS) attacks
- Any hacking activity including but not limited to the unauthorised access to or hijacking of another individual's computer or email, the distribution of another individual's credentials, or any attempt to interfere with any ICT Equipment's security or anti-virus mechanisms
- Using a method to bypass the College Internet filtering or proxy mechanism
- Personal music and video files, unless used specifically for teaching and learning purposes
- Any files including but not limited to application files that may be on an external storage device like, but not limited to USB devices, SD Cards, CDs, DVDs and any other devices that can be connected to the ICT Network Infrastructure, or any network accessible from school or off-campus venues, unless approved by the classroom teacher before use.
- Material downloaded using peer-to-peer technology such as Limewire, eMule, Chat and other file sharing applications.

Loyola College reserves the right to monitor student access to and use of the ICT Network Infrastructure and College-sanctioned PDD, and take appropriate action.

## **USE OF COLLEGE OWNED COMPUTERS SUCH AS NOTEBOOK COMPUTERS, PCS AND IMACS**

Students are only permitted to connect or configure this equipment for use with a peripheral device with a staff member's permission as the use must be for school-related purposes only. Students are expected to operate College-owned ICT Equipment responsibly and with respect, including, but not limited to:

- Not consuming food or drink near the device
- Not disclosing their password to any individual, including another student, staff member, family member or other person
- Not attempting to open the device casing, or remove, replace or add hardware components to the device. Any hardware modifications may only be conducted by the ICT Department

It is the expectation of the College that students should report any operating fault, damage or faulty equipment to the ICT Department.

Students experiencing any software fault or problem operating a device, including suspected infections of a virus, malware or other form of malicious software, must report it to the ICT Department. Should the ICT Department suspect a software related problem, the device will be reimaged and all data stored locally on the device may be lost. It is the responsibility of the student to maintain a backup of any work they have created locally on the device.

## **USE OF PERSONAL DIGITAL DEVICES (PDD)**

### **College~Sanctioned, Student Owned PDD**

The care and responsibility of College~sanctioned, student owned PDD rests with the student at all times. It is expected that students will take all reasonable measures to ensure the preservation and longevity of their College~sanctioned PDD. Where a PDD or related accessory is damaged by another student, the College assumes no liability.

To help prevent the loss, theft or misplacement of College~owned PDD and related accessories, it is required that students store their PDD in a secure location during times of non~use and kept out of plain sight. In the event of a PDD or related accessory becoming lost, stolen or misplaced, the student is required to replace the missing article as soon as possible. The ICT Department may commence procedures to attempt to locate and if necessary and applicable, remotely deactivate the PDD.

To enable effective and appropriate personalisation of learning, all software loaded onto any College~sanctioned PDD utilised by the student should be of educational value. These include applications that are beyond those prescribed by Loyola College.

It is a requirement that the PDD (iPad) will not be used in the College grounds during Recess or Lunchtime as the College grounds are not a secure environment for valuable personal equipment.

If requested, it is expected that students comply and present their College~sanctioned PDD with any added applications to the ICT Department for evaluation of the educational value of the applications installed on the device. This is done to ensure the integrity of the device, College Network Infrastructure, legality of the application and adherence to this policy. Should any inappropriate material be found on the device, disciplinary action will be taken.

To ensure the continued use of PDD as an implement to facilitate learning and teaching, students are expected to regularly back up all data on their school network and at home.

To ensure the longevity of the PDD, it is recommended that students:

- Be conscious of any weights or objects that are placed on top of or pressed up against the PDD
- Not deface their PDD in any fashion
- Utilize a carry case in any transportation of their PDD within and external to Loyola College
- Exercise care in the handling and placement of the PDD.

### **Use of other PDD**

PDD such as digital cameras, iPods, MP3s, mobile phones and similar technologies may under specific circumstances provide enhanced opportunities for learning. PDD other than College~sanctioned PDD must remain switched off at all times, including class time, recess and lunchtime, unless a staff member in the classroom directs students to use them as a teaching and learning tool.

### **Ownership of intellectual property rights in software developed by students**

Students who develop software, commercial or otherwise, using College Resources, agree to provide the College with a perpetual, irrevocable, non~exclusive, royalty free, fully paid up licence to all relevant intellectual property rights in the developed software, except a right of commercial exploitation.

To the extent that the student developed software, or any part of that software, is licensed under an open source arrangement, the terms of the open source licence will apply to that software, and the provisions of the open source licence will prevail over the agreed terms in the event and to the extent of any inconsistency.

## **USE OF BRING YOUR OWN DEVICE (BYOD)**

Loyola College may allow students who are not participants in the College~sanctioned iPad programme to use a compatible BYOD for school related purposes, such as conducting research on the Internet, taking class notes or

completing an assessment. BYOD access will be limited to Wi-Fi and Internet. The ICT Department will deem whether a BYOD is compatible with the ICT Network Infrastructure. When not compatible, students will be notified and these devices will not have access to the College Network Infrastructure. Students using their BYOD are expected to use their device in accordance with the Acceptable ICT Use Policy. The inappropriate use of this device may have implications on their permission to continue to use their BYOD at the College.

### **CONSEQUENCES FOR BREACHES OF POLICY**

Breaches of the Acceptable ICT Use Policy may result in one or more of the following consequences:

- Implementation of the College's Restorative Practices procedures
- The contact of parents and guardians to arrange for the removal of the inappropriate material
- Access to the College network denied
- Detention
- Suspension
- Referral to external agency
- Withdrawal of the student from the College
- Criminal prosecution





## APPENDIX 2



### ACCEPTABLE ICT USE AGREEMENT FOR STUDENTS

This Deed of Agreement is made between the legal proprietors of Loyola College,  
and I, \_\_\_\_\_ (Student) referred hereto after as *The Parties*.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

This Deed of Agreement relates to the terms defined in the Acceptable ICT Use Policy and its relevant appendices.

The Parties agree as follows:

1. I acknowledge that I am granted access to Loyola College's ICT Network Infrastructure and all associated servers and applications in order to participate fully in the life of the College as a student.
2. I agree to exercise responsibly my privilege of using the Colleges ICT equipment, in accordance with the requirements stipulated in the Acceptable ICT Use Policy.
3. I understand that should I breach the requirements of the Acceptable ICT Use Policy I shall, at the ICT Manager's discretion, be subject to the consequences outlined in the Acceptable ICT Use Policy.

The Parties have executed this deed on the date indicated below.

	Parent or Guardian	Principal or Authorised Representative
Signature		
Name		
Date		

Once completed please forward this in an envelope addressed to the **ICT Manager, Loyola College**.