



Catholic Education Policy

Student Acceptable Use of Digital Devices, Application and Networks Policy

Related Policies

This policy is to be read in conjunction with:

St Clare's College:

Student Acceptable Use Agreement

Personal Digital Device Agreement

Approved by:

Executive

Implementation date:

2010

Revision date:

2021

St Clare's Contact Officer

Information Systems Administrator

Rationale/Purpose

This policy sets out expectations and obligations for using Information and Communications Technologies (ICT) to support students' education in a secure, safe and supportive environment, while decreasing the risk of network vulnerability, or student exposure to inappropriate and offensive material or behaviours.

The policy applies to all digital devices, applications and networks used by students at St Clare's College, or outside school premises for education purposes.

St Clare's College and CECG Networks and online teaching and communications carry risks for schools to manage, from network security to privacy and child protection. This policy provides a clear framework and agreements for students and parents to abide by.

Definitions

Acceptable use includes all uses and related St Clare's College or CECG business that comply with relevant laws and St Clare's College and CECG policy, and incidental personal use (e.g. internet searching and personal administration) that complies with St Clare's College and CECG policy and does not interfere with work, system operations or security.

Networks includes local area networks, connections to external electronic networks and subscriptions to external network services.

Digital Devices include desktop computers, laptops, tablets, mp3 players, iPods, USB storage devices and mobile phones, regardless of who they belong to, that are brought onto the CEO or school property or to school activities, or that are connected to the CECG network or facilities.

Applications refers to any application software that can be used by a computer, mobile device, or tablet, which may be cloud or client based.

Inappropriate material means material that is inappropriate or harmful for children and includes:



Child abuse images: depictions of children being sexually abused or posing inappropriately.

Pornography: depictions of adults engaged in sexual activity.

- Nudity: depictions of detailed nudity.
- Violence: depictions of violence that is particularly strong in impact.
- Illegal activity: content that promotes or instructs in criminal activity.
- Terrorist related material: content that advocates terrorist activities.
- Other material that may require an adult perspective.

Incidental personal use is defined as use by an individual student for occasional personal communications provided that such use is lawful and complies with this Policy.

Information and Communication Technology (ICT) means all computer hardware, software, systems and network infrastructure.

Internet refers to the global network of multi-platform smaller computer networks that allow users to access information, communicate and collaborate electronically.

Personal device means a piece of electronic equipment, such as a laptop computer or a mobile phone, that is small and easy to carry and that belongs to an individual rather than being CECG or school property.

Social media are any form of online publication or presence that allows interactive communication. Social media sites include but are not limited to:

- micro-blogging sites, e.g. Twitter
- social networking sites, e.g. Facebook
- video and photo sharing sites, e.g. YouTube, Instagram, Tik Tok
- weblogs, including corporate or personal blogs
- forums and discussion boards, e.g. Reddit
- wikis, e.g. Wikipedia
- multiplayer gaming sites
- virtual world sites

Policy

St Clare's College adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Student Acceptable Use Agreement; Student Personal Device Agreement; Student Acceptance Use of Digital Devices Applications and Networks Policy. These policies can be accessed via the following link:

[Policies and Supporting Information – Catholic Education \(cg.catholic.edu.au\)](http://cg.catholic.edu.au)

Acceptable Use

Students must use digital devices, applications and networks for acceptable use only. Acceptable use includes all legal uses related to the student's curriculum and educational needs. It also includes incidental personal use (e.g. internet searching) that complies with this policy and does not interfere with school, or system operations and security.



Student access to St Clare's College and CECG digital devices, applications and networks is a privilege and access may be revoked for not following acceptable use standards. Other consequences may also apply depending on the severity of the breach (e.g. cyberbullying, which is against the CECG Bullying and Harassment Policy).

Information created, communicated, stored or accessed using college or CECG digital devices, applications, and networks may be monitored by St Clare's College or CECG.

Personal devices using college or CECG networks may be searched and/or confiscated if the principal believes, on reasonable grounds, there is a threat to a person or system security, or the device has been used for unlawful conduct or a serious breach of CECG or school policy or codes of conduct. In certain circumstances, information may be used in legal proceedings.

All students remain bound by Territory, State or Commonwealth laws, including anti-bullying laws, laws about pornography including child pornography, anti-discrimination laws, privacy laws, and laws concerning criminal use of technology.

Students must read and sign the Student Acceptable Use Agreement, which must be co-signed by a parent/guardian.

Catholic Education Canberra Goulburn (CECG) Responsibilities

CECG will:

- Review the use of digital devices, applications and networks from time to time to ensure it is acceptable.
- Take lawful action to protect the security of its assets, facilities and networks; and take lawful action to fulfil its duty of care to students including blocking Internet sites, restricting a user's access, and confiscation of devices.

St Clare's College Responsibilities

The College will:

- Ensure that an Acceptable Use Agreement is signed annually by parents/guardians and students (Year 7 and above) and placed on record in the school before a student is allowed to access digital devices, applications and networks at school.
- Ensure students receive appropriate instruction so they can understand and comply with the Acceptable Use Agreement and this policy.
- Ensure students receive appropriate instructions regarding network security when using digital devices, applications and networks.
- Seek informed parent consent before allowing access to digital applications that share student data.
- Provide education for students that focus on safe and respectful behaviours on the internet protective behaviours when accessing online environments, and possible dangers of communicating personal information.
- Endeavour to monitor student compliance with the Acceptable Use Agreement, to investigate alleged breaches of the Acceptable Use Agreement by students, and to implement appropriate consequences; and



- Work with CECG to monitor use of digital devices, applications and networks, and inform students that monitoring may occur.

Student Responsibilities

Students will abide by the responsibilities set out in the Student Acceptable Use Agreement.

Parent Responsibilities

Parents must read and sign the Acceptable Use Agreement and the Use of Personal Devices Agreement (if applicable) before their child is allowed to use St Clare's College or CECG digital devices, applications, or networks.

Parents are responsible for supervising student use of digital devices and applications, and internet use while the student is at home.

Parents must not

- use their child's St Clare's College or CECG provisioned username or protected password to access the St Clare's College or CECG networks, digital devices or applications;
- use their personal devices to photograph or record video or sound of teachers or students at CECG schools without the permission of a teacher and the permission of each person being photographed or recorded;
- post or forward information about or images or videos of teachers, or students (other than their own) without the permission of all the people the information is about, or who are pictured in the images or video;
- post any images of students in uniform or otherwise identified with the school unless written permission has been received from the principal;
- post or forward information, images or videos that:
 - claim to represent the school without permission
 - might bring people or the school into disrepute.
 - contain inappropriate or hurtful material about members of the school community
 - could be used to identify members of the school community (such as passwords, phone numbers and addresses) without their permission and without carefully considering the possible unwanted consequences.

Personal Digital Devices

The St Clare's College will determine which personal digital devices are allowed. All personal digital devices brought to the College will be governed by this Policy. St Clare's College and CECG consider that personal devices allowed at school should be used for educational purposes rather than personal use.

Parents/Guardians of students wishing to authenticate a personally owned computer or other approved device to the school's network must sign a Personal Digital Device Use Agreement. It outlines expectations and the end user's responsibility in managing the device.

Devices owned by students may be searched and/or confiscated if the principal believes, on reasonable grounds, that there is a threat to a person or system security or the device has been used or involved with unlawful conduct or a serious breach of the Acceptable Use Agreement. This may



occur whether the device was provided by the school, purchased by parents as part of a school initiative, or is individually owned.

St Clare's College is not responsible for maintaining or charging personal digital devices. Students must bring the device full charged each day.

The College will not be liable for loss or damage to personal digital devices. Students are NOT to lend their personal digital devices to others while at school. Arrangements must be made to store devices when those devices are not in use.

There is no availability for substitute equipment should the device be out for repairs.

Monitoring

The content and usage of student email and other electronic communications may be examined from time to time by the school Principal or delegate, CECG, or a third party on CECG's behalf.

All student messages and files on the St Clare's College and CECG networks will be treated as education related and may be monitored. Students should not expect that any message or file transmitted or stored on CECG digital devices, applications, or network will be private.

Students should be aware that the College and CECG are able to monitor their use of the Internet when accessed through their school network. This includes the Internet sites and content accessed and the length of time spent using the Internet.

Social Media

While at school or using the CECG network on school or personal devices, students must only access or contribute to social media sites if:

- the content is solely related to an educational context,
- if permission is given by a teacher to access those sites,
- and if parents have provided informed consent to access the digital application.

Students must only communicate with their teachers through formal school communication channels and learning platforms, the use of school social media accounts or groups for communication is not permitted, and students should not invite teachers to join their personal networks.

Related Documents and Legislation

Online resources for Esafety

- [Australian Privacy Principles](#)
- [Bullying No Way: Online Safety and Online Bullying guidance](#)
- [Esafety Commissioner](#)