



ST PATRICK'S COLLEGE
TOWNSVILLE

ACCEPTABLE USE OF ICT SERVICES POLICY

Purpose:	The purpose of this policy is to manage the appropriate use of Information, Communication and Technology services by students and employees at the College.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Approved	Supersedes: Acceptable Use Guidelines and BYOD Wireless Connection Policy
Authorised by:	Principal	Date of Authorisation: February 2020
References:	<ul style="list-style-type: none"> • St Patrick's College Townsville Acceptable Use of Personal Electronic Device Policy • St Patrick's College Townsville Respectful Relationships: Anti-Bullying Policy • St Patrick's College Townsville Behaviour Management Referral Procedures • St Patrick's College Townsville Junior Assessment Policy • St Patrick's College Townsville Senior Assessment Policy • St Patrick's College Townsville Student Code of Conduct • St Patrick's College Townsville Privacy Policy • St Patrick's College Townsville Communications Policy 	
Review Date:	Every 2 years	Next Review Date: February 2025
Policy Owner:	St Patrick's College Townsville	

Version Number:	2	Date Modified:	February 2023
Document Owner:	St Patrick's College Townsville		



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Policy Statement

All students and employees at St Patrick's College Townsville have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. St Patrick's College Townsville expects this technology to be utilised to its full capacity to provide the most valuable learning and teaching environment to the benefit of all stakeholders. St Patrick's College Townsville also expects students and employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the "Definitions" section below. This Policy also applies on the College premises, as well as during College activities, such as excursions, camps and extracurricular activities whenever St Patrick's College Townsville ICT services are utilised.

St Patrick's College Townsville reserves the right to restrict employee or student access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the College. Employees and students should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

Definitions

- **ICT:** means information, communication and technology.
- **ICT services:** includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the College.
- **ICT facilities and devices:** includes, but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones and watches), removable media (such as USBs, DVDs, Blu-ray and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players or recorders (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices.
- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers.
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, eBook readers, other palm and handheld devices and other equipment, as determined by the College, and owned by students and staff.

Guidelines Use of ICT Activities for Students

The College acknowledges that acceptable activities which are conducted for educational purposes as supervised and approved by the College are considered acceptable use of ICT.

Examples of 'acceptable' activities include but are not limited to:

- Undertaking assigned class work and assessments
- Authoring text, artwork, audio and visual material
- Conducting research

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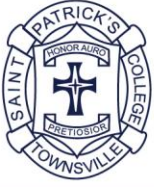
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- Communicating or collaborating with other students, teachers, parents or experts
- Accessing online references such as dictionaries, encyclopaedias and so on
- Research and learning through the College's e-learning environment
- Developing appropriate literacy, numeracy, communication and information skills
- Taking reasonable precautions to protect College information and systems against authorised access, illegal or unauthorised use, disclosure, modification, duplication, disruption or destruction
- Seeking approval from Principal or their delegate before downloading or purchasing software
- Maintaining electronic records including emails, in line with the Colleges record retention policy
- Immediately advising a College staff member if a student or employee suspect that they have received a computer virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable.

The College would consider the following examples as '*unacceptable*' activities including but not limited to:

- Accessing, downloading, distributing or publishing material that is:
 - Unlawful, illegal, unsafe or unethical material, including pirated material
 - Offensive messages, videos, music, pictures or other material
 - Chain letters or spam email
 - Insulting, harassing or attacking messages or other material
 - Material containing obscene or abusive language content
- Damaging ICT services, including disabling settings for virus protection, spam and filtering
- Knowingly downloading viruses or any other program capable of breaching the College network security
- Altering any information or data without authorisation
- Sharing usernames and passwords with others, or selecting obvious or easily "crackable" passwords
- Using another employee's or student's username or password
- Sharing their own or others' (including other students' and employees') personal information (e.g. names, addresses, phone numbers, photos, credit card details) without permission via the internet or email to unknown entities or for reasons other than to fulfil the educational program requirements of the College
- Attempting to inappropriately access the College ICT services outside of the user's authorised role and needs
- Attempting to obscure the origin or any message or downloaded material under an assumed internet address or otherwise disguising the user's identity
- Connecting a personal electronic device without prior approval
- Using unsupervised internet chat
- Committing plagiarism or violating copyright laws
- Using ICT services for unauthorised activities
- Deliberately wasting printing and internet resources
- Any other activity or behaviour that could potentially damage the College's reputation

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Responsibilities

College Responsibilities

St Patrick's College Townsville acknowledges its responsibility to:

- develop and implement this Policy to ensure the full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- communicate this Policy to students, parents/guardians and employees
- keep appropriate records, monitor and report any issues related to inappropriate use of ICT services
- encourage students, parents/guardians and employees to contribute to a healthy College culture.

Employee Responsibilities

At St Patrick's College Townsville employees have a responsibility to:

- uphold the College Policy on this issue via their own safe, lawful and ethical use of ICT services
- provide guidance and model appropriate behaviour for use of ICT services in the classroom
- take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services.

Student Responsibilities

At St Patrick's College Townsville students have a responsibility to:

- uphold the College Policy on this issue by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour
- report any breaches of this Policy to a member of the College Pastoral Team as appropriate (Head of House/Head of Year, Director of Students, Deputy Principal, Principal)

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