



Rationale

Information and Communication Technology (ICT) exists at Nagle College as tools for learning, teaching and communication. Nagle College recognises that ICT provides significant educational value but also poses a risk of exposure to inappropriate and offensive material and personal safety. As a child safe school, Nagle College believes that responsible online behaviour is essential. This policy outlines the expectations of both staff and students when using the College computer network and internet.

Scripture

“Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person.”

Colossians 4:6

Vision

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelised and prepares young people for life.

Mission

So that all members of the Nagle College community can live out the College motto “Let your light shine” we will:

- Develop a safe, nurturing and hope-filled community based on Christ’s message of love, justice and service;
- Provide innovative, inclusive and engaging educational pathways that enable students to develop their potential to become lifelong learners in the 21st century;
- Build a culture that promotes and accepts personal excellence;
- Be people of dignity, respect, compassion, resilience and unconditional love;
- Create leadership opportunities and provide formation for all members of the College Community;
- Celebrate the traditions and rituals of our Catholic story.

Definition

Information Communication Technology (ICT) resources include:

- Computer hardware (laptops, personal computers, iPads, printers);



- Software (programs, applications);
- Systems and technology (including the College Network, internet and email);
- Telecommunication devices (mobile phones).

Responsible Use

The College Network is to be used to support education and research within the set objectives of a subject or department and within the overall bounds of the College ethos. Students and staff are personally responsible for ensuring that they always adhere to the principles of responsible ICT use.

The College makes every effort to provide a safe learning environment for the use of ICT and the College Computer network, however the use of digital technologies outside the College network is not controlled and student behaviour and actions cannot be monitored. Parent/ guardians are advised to take the necessary and appropriate steps to ensure that their home internet services are suitably secured, filtered and controlled to safeguard their children.

Reporting

Students and staff will accept personal responsibility for reporting any misuse or abuse of the College network. Misuse and abuse can come in many forms but includes any content sent or received related to cyber-bullying, pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. Individuals need to be aware that a breach of the College ICT policy may also form a breach of State and Commonwealth laws.

Privileges

The use of the College Network and the Internet at Nagle College is a privilege, not a right, and inappropriate use will result in a temporary or permanent cancellation of those privileges.

Students are asked to use the College internal networks, email system and internet in a responsible manner and to adhere to the conditions of the Nagle College Student Laptop agreement.

Provision of ICT

- All ICT devices that are provided to staff and students remain the property of the Nagle College until otherwise advised (i.e. student purchases device).
- All staff and students are provided with an email address and access to ICT while at Nagle College.



Personal data storage devices

Personal data storage devices should be used exclusively as an educational aid for staff and students.

Copyright

Nagle College is bound by the "Australian Copyright Council" rules as pertaining to educational institutions' use of digital, audio visual resources, text, images and music. It is expected that all members of the College community are aware of and comply with these guidelines.

Personal Responsibility for ICT – Staff and Student

- All users of the College's computer network are given an individual username and are required to create a confidential password. Each user is responsible for the security and use of their password.
- Each user is forbidden to use another person's password to access any part of the College's computer network. Sharing a password or use of another person's password will constitute a breach of this policy. The College reserves the right to change minimum password security requirements as best practice demands.
- Portable devices have been asset registered and each student and staff member are accountable for the hardware and peripherals that have been supplied.
- Staff and students are responsible for the security of devices supplied to them by Nagle College at all times.
- All damages, loss or theft must be reported as soon as possible to the IT team. Staff and students (guardian) may be required to pay insurance excess in the case of negligent care of devices.
- The individual is responsible for all electronic mail originating from their account. All email remains the property of the school.

Specific Expectations - Students

When using the College computer network or accessing the internet, students are expected to comply with all College expectations, policies and the Nagle College Student Code of Conduct.

When using the computer network system or accessing the internet students are required to:

- Be a safe, responsible and ethical user;
- Be respectful in online communication;
- Not use the computer system to abuse, threaten, harass or bully any person;
- Not use a device belonging to another student or staff member;
- Use the internet for educational purposes and to use the equipment properly, responsibly and in accordance with the Student Lap Top Computer Agreement;



- Respect the software licencing agreements and not interfere with the College network security, the data of another user and not attempt to log on to the computer network as another user;
- Not download or utilise unauthorised programs, including games;
- Not use internet proxies or 'anonymizers' to access content that has been restricted by the College;
- Inform a teacher if they feel unsafe or uncomfortable online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Students who contravene ICT procedures may be subject to the College Positive Behaviour Support process.

Ownership and Personal Use

Nagle College computers and the computer systems, including but not limited to the email and internet/ intranet facilities, are the property of the College even where access is gained from a personal or home computer.

The College allows access to the computer network for legitimate work and education related purposes. Limited and occasional personal use of the College's email and Internet system is acceptable, however use of Internet and email must not interfere with the Computer User's work obligations

Monitoring Computer Network Use

All Computer Users should be aware that the content of both work-related, and personal files and internet communications may be monitored by the College to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities.

Breach of Policy

Any use of the College's computer network by the Computer User must comply with the terms of this policy. All students/ employees are bound by this policy for the duration of their enrolment or employment at the College. Any breach of this policy will result in disciplinary action being taken.

If the College considers that a Computer User has in any way failed to comply with this policy, it may:

- Immediately remove the Computer User's access to the computer network;
- Audit and view all material viewed on, sent to and from its computer system (including internet sites and email attachments);
- Investigate the matter and if appropriate apply the appropriate consequences against the Computer User.



Related Policies:

- Nagle College Anti-Bullying and Anti-Harassment Policy (Student)
- Nagle College Anti-Bullying and Anti-Harassment Policy (Staff)
- Nagle College Social Media Policy
- Nagle College Child Protection and Safety Policy
- Nagle College Positive Behaviour Support Policy
- Nagle College Student Code of Conduct