



The Cathedral College

ICT CODE OF PRACTICE



## **1. Introduction**

The purpose of Information and Communication Technologies (ICT) at The Cathedral College is to:

- enhance student learning opportunities
- promote student achievement
- enhance the school's management information and business administration systems

The use of these ICT within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Code of Practice. This Code of Practice applies to the use of all school related ICT whether provided by the school or the student. Both students and parents/guardians must read and sign this Code of Practice. It should be returned to the College when signed.

## **2. Definitions**

Information and Communications Technologies (ICT) are any electronic devices or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as email and Internet
- web-based tools such as discussion forums, chat rooms, blogs, podcasts, internet social networks and instant messaging systems
- mobile devices such as mobile phones, PDAs
- fax machines, scanners
- output devices such as printers
- imaging tools such as video or still cameras
- audio tools such as audio recording devices
- the notebook issued to students by the College
- any electronic equipment provided in Computer Labs or Classrooms

### **3. Acceptable uses**

Students should:

#### **3.1 Respect resources**

- Take full responsibility for use and care of Notebooks, including storage and transport at school and to and from home (e.g. Don't carry the notebook by the screen or store the laptop on the ground)
- Take due care to protect any equipment given to you by the school (e.g. notebook screens are easily broken if there is pressure applied to them)
- Do not deliberately damage ICT equipment (e.g. graffiti, or physically breaking components)
- Use ICT equipment and resources for educational purposes under staff supervision only
- Follow staff directions for accessing files, programs, email and Internet resources
- Delete emails from unknown sources without opening any attachments as they may contain a virus
- Take care when carrying your notebook (e.g. secure it with both hands, use a bag, or place it in a smaller carry case)
- Think about where you store any equipment (e.g. don't place a notebook on a bench where the power cord extends across a walkway or high use area)
- Return the Laptop and charger when requested to by the College

#### **3.2 Respect others**

- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as you are expected to follow in real life
- Observe copyright rules by respecting the information, ideas and artistic works of others by acknowledging the author or publisher of information from the Internet and not claiming the work or pictures as your own

#### **3.3 Keep yourself safe online at school**

- Keep your passwords and personal work secure. If it suspected that a password has been compromised, steps must be taken to change the password immediately.
- Do not give or share your passwords or notebooks with any other student
- Use the Internet and email for educational purposes
- Use school email accounts when communicating online
- All College issued Laptops will have "Cyber Safety" Button installed on the Desktop to assist students to access advice and help if required

### **4. Unacceptable uses**

## **4.1 Personal safety**

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

You should NOT:

- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, etc
- Publish email addresses to public sites
- Meet with someone you have met online without your parent's/guardian's approval and participation

## **4.2 Illegal activities**

Students need to be aware that they are subject to laws including assault, trafficking and computer offences. An electronic audit trail may provide evidence of offences.

You should NOT:

- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails
- Make deliberate attempts to disrupt other people's use of ICTs
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Engage in any illegal acts
- Install or use software which is not licensed by the school
- Install protected Copyright material

## **4.3 Network security**

You should NOT:

- Provide your password to another person
- Go looking for network security problems, because this may be seen as an attempt to gain unauthorised access to the network
- Post information that, if acted upon, could cause damage to or disrupt the network
- Open e-mails from unknown sources

## **4.4 Inappropriate language**

Restrictions against 'inappropriate language' apply to public messages, private messages, and

material posted on web pages. Messages sent using the schools ICTs are recorded, monitored and scanned.

You should NOT:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language

#### **4.5 Respect for privacy**

You should NOT:

- Distribute private information, including email, photos or recordings, about another person without their permission
- Take photos, sound or video recordings of people, including background figures and voices, without their permission
- Post video/audio content online that is not for educational purposes and in line with the Schools values.

#### **4.6 Respect for others**

You should NOT:

- Make personal attacks on another person
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request
- Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people, the school or other organisations
- Send or post personal information about other people without their permission

#### **4.7 Respecting resource limits**

You should NOT:

- Download or send large files (>5 Mb) without teacher permission
- Post or respond to chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

#### **4.8 Plagiarism and copyright**

You should NOT:

- Plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- Use material from the Internet in a manner which violates copyright laws
- Access or use material from the Internet which relates to exam cheating or providing completed assignments

## **4.9 Access to inappropriate material**

Attempts to access inappropriate material using the schools ICTs is monitored and logged by the school or the Diocesan Catholic Education Office. Some inappropriate material may be filtered or blocked by the school or Diocesan Catholic Education Office.

You should NOT:

- Use ICTs to access material that:
  - is profane or obscene (pornography)
  - advocates illegal acts
  - advocates violence or discrimination towards other people
- Participate in internet social networks, online chats, discussion groups or mailing lists that are not relevant to your education
- Access material which is not relevant to your education
- Use the school ICTs to purchase, order or sell any goods

## **5. Notification**

You should:

- Disclose to your teacher any messages you receive that are inappropriate or disturb you
- Notify your teacher if you identify a possible security problem
- Immediately disclose accidental access to inappropriate material to your teacher. This will protect you against an allegation that you have intentionally violated the School's ICT Code of Practice.
- Notify your teacher if you are offended by another person's use of ICT
- Notify your teacher of any damage to ICT equipment immediately the moment you become aware of it.
- Report confidentially to the principal or teachers any acts that are against The Cathedral College's Code of Practice
- Inform the IT support staff / Deputy Principal asap if your TCC laptop is damaged in any way

## **6. Consequences of improper use**

Any user violation will be recorded and may be subject to the following consequences:

- loss of access privileges for a period of time
- informing parents/guardians
- suspension or termination of enrolment
- legal action
- You will be financially liable for any damage to your laptop

## 7. Letter of agreement

### Student

I understand and will abide by the above ICT Code of Practice. I will follow the ICT protocols of the College (including the "Computing Resources Acceptable Usage Policy" found in the Student Planner) and take all care in the use of ICTs provided by the College at school and at home. I further understand that any violation of the above ICT Code of Practice is unethical and may also constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Parent or Guardian

As the parent or guardian of this student, I have read the ICT Code of Practice. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the Internet.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_