



# St Mary's College ICT Guidelines and Student Agreement

## Objective

The *ICT Guidelines and Student Agreement* is intended to promote the use of digital devices in a way that provides access to the benefits of those devices whilst protecting and enhancing the teaching and learning environment.

All students have a responsibility to be familiar with these guidelines and abide by their regulations as well as Catholic Education Tasmania's ICT Policy. The Tasmanian Catholic Schools policies can be viewed via the link on the St Mary's College website [Guidelines and Reports page](#).

## Rationale

St Mary's College acknowledges that advances in technology have created opportunities for students' learning experiences to be enriched both within and outside the classroom. Constant changes to the use of technology (e.g., software, apps, information sharing and social media platforms) mean that students must seek advice and clarification from the College when engaging with new or unfamiliar technology. Students must behave in an ethical manner when using digital devices to access resources, communicate and interact with others. At all times, online behaviour should demonstrate a respect for the dignity of each person. It is never acceptable to use school or personal devices to harass, bully or humiliate others.

## Scope

These guidelines apply to all St Mary's College students. Students are expected to care for the device they use at the College, be it their own or a school device, and not let others use it or interfere with it. The College will not accept responsibility for damage or loss. Families are strongly encouraged to insure for accidental damage and loss and accept responsibility for such if they choose not to insure.

## Guideline Details

### When using a school or personal device to access school provided email services and internet services students will:

- Ensure that they will access the internet only within the school proxy and filtering system provided
- Ensure that communication through internet and email services is related to learning
- Keep passwords confidential, current, and private
- Log off at the end of each lesson to ensure that nobody can see their account
- Promptly inform a staff member if they suspect they have received a computer virus or spam, or if they receive a message that is inappropriate or makes them feel uncomfortable
- Seek advice if another user requests excessive personal information, asks to be phoned, offers gifts by email, or wants to meet a student
- Keep personal information including names, addresses, photographs, credit card details and phone numbers, for themselves or others, private (please note a school-based cloud storage account is not private)
- Refrain from publicly sharing documents and photographs that contain private information on any school-based cloud platform
- Use appropriate privacy controls for all internet and app-based activities
- Ensure that school supplied services are not used for unauthorised commercial activities, unauthorised political lobbying, online gambling, or any other unlawful purpose.

### When using school-provided or personal devices at school students will not, and will not attempt to:

- Disable settings for virus protection, spam and internet filtering that have been applied by the College, and not attempt to evade them through use of proxy sites
- Disable system provided apps
- Allow others to use their personal accounts
- Deliberately use the digital identity of another person to send messages to others or for any other purposes
- Enter 'chat' or 'social networking' internet sites without the permission of a teacher
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member
- Search for or access inappropriate images, sexually explicit websites or material considered objectionable, defamatory, or offensive
- Damage or disable computers, computer systems or networks, or distribute damaging files or viruses
- Disclose or upload personal information about another person (including name, address, photos, phone numbers)

- Take photos or videos of other students, teachers, or any other member of the school community without their expressed consent
- Publish copyright material without proper permission or creative common attributions.

### When using devices to communicate or publish digital content, students will never use:

- Unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments
- Threatening, bullying, or harassing material or make unreasonable demands
- Sexually explicit or suggestive material or correspondence
- False or defamatory information about a person or organisation
- The College's name, logo (including the crest), photos or any other identifying material without the written permission of the Principal. This includes photographs or videos to any social media platforms.

### When using other people's intellectual property, students will:

- Never plagiarise information and will observe appropriate copyright clearance including acknowledging the author or source of any information used
- Ensure that permission is gained before electronically publishing any work or artwork owned by others and always acknowledge the creator or author of any material published
- Ensure that any content published on the internet or other school-based learning system has the approval of the Principal and has an appropriate copyright clearance.

### Consequences for students who do not follow the guidelines may include:

- Verbal reminder
- Restorative practice conversation
- Reflection
- Cyber safety report
- Deletion of problematic personal content from a device
- Interview about the incident in the presence of parents/carers
- Temporary or in extreme cases permanent suspension of access to network resources
- Internal suspension
- External suspension
- Serious incidents reported to the Police
- Extreme breaches of the guidelines could lead to consideration of a student's enrolment at the College.



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All infringements will be recorded in SEQTA (the College's Learning Management System).

## Supporting and Related Documents

- [Catholic Education Tasmania ICT Policy](#)
- [St Mary's College Acceptable Use for Mobile Phones and Devices](#)
- [St Mary's College Student Guidelines and Reports](#)
- [St Mary's College Student Anti-Harassment and Anti-Bullying Guidelines](#)

30 January 2024

